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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 16 , 1920.

MEMORANDUM NO. 297.

Effective January 16 , 1920, Sections (p), (q) and (r) of Paragraph 86 of the Fiscal Regulations, as amended by Memo. 271, April 1, 1919, Memo. 279, June 24, 1919 and Memo. 282, July 1, 1919, are hereby further amended to read as follows:

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his effects and personal property used in official work: Provided, That all such shipments are made in accordance with the provisions of Section (r) of this paragraph.

(q) The Forester may authorize the district foresters to issue written instructions under which transferred employees may be allowed packing, crating, freight, and drayage charges for the transportation of their effects and personal property used in official work, with the same effect as if the instructions had been issued in person by the Forester in compliance with section (p) of this paragraph.

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made



on departmental bills of lading, released to the lowest valuation applicable to household goods shipments. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. Carload shipments must be made when the cost at the carload rate is lower than the cost at the less-than-carload rate.

J. H. McNamee

Secretary.



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Secretary.



United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

January 13, 1920.

MEMORANDUM FOR THE SECRETARY OF AGRICULTURE.

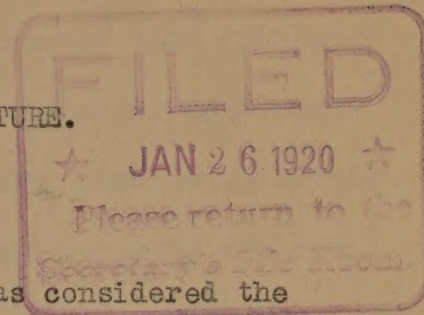
Dear Mr. Secretary:

The Committee on Finance and Business Methods has considered the enclosed draft of a proposed memorandum submitted by Col. H. S. Graves, the Forester, regarding the transfer of household effects. The recommendations of the Forester would have the following effects:

1. The weight limit on effects and personal property of an employee being transferred to a new permanent station would be removed.
2. Shipment of personally owned automobiles, motorcycles, and saddle horses at Government expense without reference to past or future official use would be permitted.

As stated by the Forester, the changes proposed are well within the present law. The language of the act of March 4, 1911, allows "actual traveling expenses, including charges for the transfer of their effects and personal property used in official work". No weight limit whatever is mentioned. The words "effects and personal property used in official work" appear in the memorandum submitted and it is believed that this language will cover the shipment of all effects and personal property that may be used by employees of the department in conducting their official work.

The Committee has made several changes in the memorandum as submitted by the Forester, the more important being: (a) to make it conform to the new consolidated classification rates which became effective



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

January 1, 1910.

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 28th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

on December 31, 1919; (b) to require the release to the lowest valuation applicable to household goods shipments, because of low intrastate rates, and (c) to eliminate the provision proposed by the Forester that "whenever a rate by carload is obtainable which would be a saving to the Government by reduction of cost of crating or for any other reason, such rates should be made use of", it having been ascertained that household goods are now required to be packed, crated or boxed for carlot shipment in the same manner as when offered to the carrier for shipment in less-than-carlots.

With the exceptions noted above, which are satisfactory to the Forest Service, your approval is recommended, but at the same time attention is invited to the fact that the removal of the weight limit on effects and personal property will increase the expense to the bureaus for such transfers on account of additional packing, crating, drayage, and freight charges. This was submitted informally to the bureaus having most of these transfers and they favor the change. To offset to some extent the additional expense it may become necessary for these bureaus to make fewer transfers of their employees from one permanent station to another. While the Forester has recommended that the proposed memorandum be made effective January 1, 1920, it cannot be made retroactive and the date effective should therefore be the date of approval.

Very respectfully,

J. F. H.

Leon M. Estabrook

Chairman, Committee on Finance
and Business Methods.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

0
Finance

December 29, 1919.

The Secretary of Agriculture.

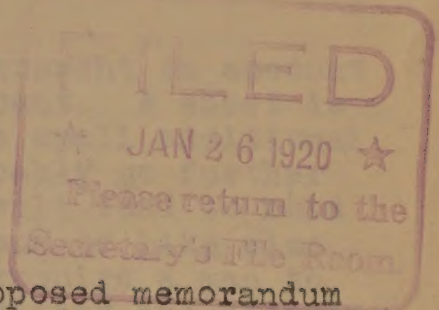
Dear Mr. Secretary:

I am enclosing a draft of a proposed memorandum regarding the transfer of household goods. This proposed change would have the following effects:

1. Removal of the weight limit on effects and personal property of employee being transferred to a new permanent station.
2. Shipment of personally owned automobiles and animals at Government expense without reference to past or future official use would be permitted.

Transfers are indispensable to administrative efficiency but transfers are costly burdens to the officers transferred. There are railroad tickets to buy for the family; hotel expenses while breaking up housekeeping in the old station and settling in the new and especially while awaiting the arrival of household goods; the almost inevitable damage to goods in shipment for which reimbursement can be secured in part only because of the rule that shipment must be released at a valuation of \$10 per 100 lbs.; there is the inevitable sale at a loss of cook stoves, carpets, linoleum, etc., which were good enough in the old station but not worth moving or unsuited to the new home or the customs of the new town; there is the cost of crating, drayage and freight in excess of the part borne by the Government.

The cost of crating, draying and shipping the excess weight over 5000 pounds is one part of the burden of the transferred employee which can and should be removed.



It may be argued that 5000 pounds is a reasonable weight limit and that if a man choses to accumulate more he should be required to remove it at his own expense. The fact that so few men are able to bring their goods within the 5000 pounds limit and those who do get within this limit do so only by selling and rebuying equipment at a considerable sacrifice is evidence that 5000 pounds is not large enough to cover the weight of personal effects and household goods for the kind of a home which the Department would wish its employees to maintain.

The additional cost to the Government on account of the proposed change will be insignificant. A sheet is attached showing illustrative cases. The small additional expenditure of Government funds will probably go further in creating employment conditions which will tend to hold good men in Government Service than any sum of like size would do expended in any other way. To require a man to divide with the Government the cost of crating and shipping his personal effects is to permit one avoidable addition to the economic pressure which is forcing so many men to seek employment outside of Government Service.

Removal of the limit on the amount of personal effects to be shipped at Government expense does not mean an unlimited cost to the Government. Because of the peculiarities of freight rates, removal of the limit means an addition of only a moderate amount to the present cost incurred by the Department in case of a transfer. For example, for the cost of 8300 pounds at less-than-carload-rates from the Pacific Coast to Washington a whole car can be secured at carload rates. The cost of 7000 pounds at less-than-carload-rates from Deadwood, S. D., to Washington, D. C., is equal to the cost of an entire car at carload rates. In practice there is no danger that any man in Government Service will have more than a carload of personal effects. The cost to the Government then to ship all a man's personal possessions will not exceed the figure required to ship 7000 or 8300 pounds at less than carload rates. (This may not hold true when an automobile or horses are included in a car with household goods. Special rate-fixing rules of uncertain effect seem to apply in such cases.)

All the reasons of logic or business which may be cited for shipping any part of a man's personal effects at Government expense may be cited just as legitimately for shipping all of his personal effects.. The additional cost involved sometimes necessitates such divisions but a glance at the attached sheet showing concrete cases will

show that the additional outlay is not large enough to necessitate the division of the burden as at present.

One or two illustrations will help to an understanding of the practical working of the present rule. Paul D. Kelleter's transfer to Washington cost him \$500 counting all the personal expense to which he was subject. After six months in Washington he received a promotion of \$300. He would need to receive this additional salary for one and two-thirds years to recover merely the outlay he had made in getting here. The rule limiting Government shipment to 5000 pounds forces both employee and the Government to ship at less than carload rates, with the result that in Kelleter's case the cost to both parties was \$269, while a full carload would have cost only \$197. To save itself \$56 the Government unwittingly required Kelleter to pay out \$128 from his own pocket.

F. E. Bonner's first transfer to Washington cost him \$667. Subsequent transfers have left him with his household goods scattered between Washington, Madison and Denver. His automobile was sold when he was transferred away from Washington. Just now he is not trying to maintain a home but has his family in Montana. Mr. Bonner's case is interesting because on the occasion of his first move to Washington he was advised that he could ship his privately owned automobile to Washington at Government expense. He had used his car on official business in Montana. Some time after the shipment had been made he was advised that since the automobile could not be put to official use in Washington he would have to reimburse the Government for the cost of its shipment.

In view of the fact that occasional migrations are required of the average forest officer, he should not be required to sell his automobile at a sacrifice or ship at his own expense when one of his permanent stations happens not to require an automobile for official purposes. The very next station to which he is assigned may urgently demand the furnishing of a privately owned automobile for official use.

Regardless of whether they are to be used in official work, privately owned automobiles should be shipped at Government expense. For many some kind of an automobile is an essential part of their personal equipment. If an employee is willing to deny himself and his family for the purpose of securing such equipment, he should not be forced to sell at a heavy loss or to ship at his own expense

when transferred for official reasons.

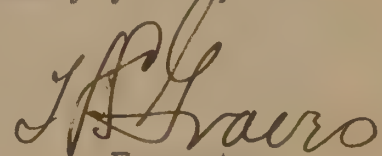
As to possible criticism from the public or Congress it does not seem that there should be any uneasiness. It has become the regular practice of corporations to pay all the costs of such transfers of employees including the cost of transportation of the family. A reference to this well-known practice in the business world should be sufficient to meet any criticism based on what might be alleged to be extravagance in transportation of personally owned effects. In a later paragraph I am suggesting a safe-guard which will prevent the danger of any abuse if there is any possibility of abuse.

The troubles arising out of the practice of using bills of lading for part of such shipments and commercial bills for the remainder would all be removed by the change recommended. These troubles draw heavily on the time and energy of men transferred and the gain to the Forest Service from freeing them of this distraction would probably cover all or a large part of the money cost of transferring the employees' effects in excess of 5000 pounds.

To make absolutely sure that under no circumstances could an employee ship at Government expense, effects and personal property in excess of what he should be allowed to ship at Government expense, instructions should be issued requiring an employee before making shipment to list the property to be moved on Government bill of lading and give a rough estimate of its weight. This list and estimate should be examined by the proper authority before issuing authority to ship on Government bill of lading.

Your attention is called to the fact that the change proposed is well within the present law. The language of the Act of March 4, 1911, allows "actual travelling expenses including charges for the transfer of their effects and personal property used in official work". No weight limit whatever is mentioned. The words "effects and personal property used in official work" are used in the memorandum submitted for your approval. It is believed that this language covers the shipment of all the property of the classes referred to in this letter.

Very sincerely yours,


Forester.

Enclosures.

(Present Regulations.)

Sections (p), (q) and (r) of Paragraph 86 of Fiscal Regulations.

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the Bureau in which he serves, be allowed packing, crating, freight, and express charges for the transfer of his household effects and other personal property used in official work, not exceeding in all 5,000 pounds, in addition to the weight of a motor vehicle or live stock: Provided, that saddle or other animals not exceeding three head, or an automobile, or motorcycle, will be transported at Government expense only when used in official work: And provided further, that all such shipments are made in accordance with the provisions of section (r) of this paragraph.

JAN 26 1915
[Placed return to file]
(q) The Forester may authorize the district foresters to issue written instructions under which transferred employees may be allowed packing, crating, freight, and express charges for the transportation of their household effects and other personal property with the same effect as if the instructions had been issued in person by the Forester in compliance with section (p) of this paragraph.

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released at a valuation of 10 per 100 pounds. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and

be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of the household goods of the employee transferred and is exclusively his property, and that all other personal property so transferred is to be used in official work, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. If the weight of the shipment exceeds 5,000 pounds the employee must ship the excess weight on a commercial bill of lading and pay the charges on same from his private funds; except that in cases where a car can be secured at a cost not greater than the less-than-carload rates for 5,000 pounds, a carload shipment may be made on a departmental bill of lading and the excess over 5,000 pounds included, settlement for the excess to be calculated on the proportionate cost of the entire shipment, and draft or money order in favor of the carrier to be transmitted to the department by the employee with the memorandum copy of the bill of lading, to be used by the department in part payment of the transportation charge.

January 1, 1920.

MEMORANDUM NO. _____.

Effective January 1, 1920, Sections (p) and (r) of Paragraph 86 of the Fiscal Regulations, are hereby amended to read as follows:

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his effects and personal property used in official work: Provided, That all such shipments are made in accordance with the provisions of Section (r) of this paragraph.

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released at a valuation of \$10 per 100 pounds. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on,

the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of the effects and personal property used in official work of the employee transferred. Whenever a rate by carload is obtainable, which would be a saving to the Government by reduction of cost of crating or for any other reason, such rates should be made use of.

December 22, 1919.

Partial List of Transfers Involving Excess Weight
Packed and Shipped at Expense of Employee

<u>Dist.</u>	<u>Name</u>	<u>Title</u>	<u>Weight of shipment in Excess of 5M lbs.</u>	<u>Cost to Employee</u>	
2	John W. Lowell,	Supervicor	1500	\$150	(a)
2	Jas. L. Brownlee,	Asst. Dist. Eng.	3030	?	
4	S.B. Locke,	For. Examiner	2000	40	
4	John C. Roak,	Supervisor	1300	39	
4	J. W. Humphrey,	"	1867	27	(b)
4	W. M. Campbell,	"	2000	47	
4	J. W. Stokes,	"	200	?	(c)
4	Dana Parkinson	"	2255	6	
5	P. G. Redington,	Dist. Forester	2100	?	(d)
5	P.P. Pitchlynn,	For. Supervisor	685	46	
5	F. A. Law,	Land Law Clerk	215	25	
5	H. V. Beeks,	Forest Clerk	1018	31	
5	N. H. Sloane,	Supervisor	355	5	(e)
6	Minnie L. Ward	Clerk	630	31	
6	Fred W. Cleator,	For. Supervisor	1206	34	
6	H. G. Whitney	Dep. For. Supr.	90	1	
6	H. D. Foster	For. Examiner	3000	61	(f)
6	A. O. Waha	Asst. Dist. For.	4500	145	
6	C. W. Waterbury	Scaler	600	2	
6	E. H. McDaniels	For. Supr.	625	1	
6	W. E. Naylor	For. Clerk	45	3	
6	A. A. Griffin	For. Examiner	1070	18	
7	J. L. Cobbs	For. Examiner	?	55	
8	P. D. Kelleter	For. Examiner	4576	230	

- (a) Sold 1300 pounds at considerable sacrifice.
 (b) Also moved 1000 lbs. in his privately owned automobile.
 (c) Sold both heating and cooking stoves to keep weight down.
 (d) Sold at loss 1000 lbs. to keep weight down.
 (e) Collected only \$24 on \$100 damage account of \$10 per hundred pounds release requirement.
 (f) Sold most of his heavy furniture, including piano and ice chest before moving.

Memorandum submitted by the Forest Service, with changes made
by Committee on Finance and Business Methods. (Additions
underlined, and omissions struck out in red.)

January , 1920.

MEMORANDUM NO. _____

Effective ~~January 1, 1920,~~ January , 1920, Sections (p)
(q) and (r) of Paragraph 86 of the Fiscal Regulations, as amended by Memo.
271, April 1, 1919, Memo. 279, June 24, 1919 and Memo. 232, July 1, 1919,
are hereby further amended to read as follows:

(p) An employee transferred from one official
station to another for permanent duty when allowed traveling
expenses may, within the discretion and under written instruc-
tions of the chief of the bureau in which he serves, be allowed
packing, crating, freight, and drayage charges for the transfer
of his effects and personal property used in official work:
Provided, That all such shipments are made in accordance with
the provisions of Section (r) of this paragraph.

(q) The Forester may authorize the district
foresters to issue written instructions under which transferred
employees may be allowed packing, crating, freight, and
drayage charges for the transportation of their effects and
personal property used in official work, with the same effect
as if the instructions had been issued in person by the Forester
in compliance with section (p) of this paragraph.

(r) Under the provisions of sections (p) and (q)
of this paragraph shipments, if by common carrier, must be made

on departmental bills of lading, released ~~at a valuation of 10 per~~
~~100 pounds.~~ to the lowest valuation applicable to household goods
shipments. The employee to whom such departmental bill of lading is
issued is not authorized to make any change therein, by writing across
the face thereof or otherwise, which will raise the classification
of, or increase the freight charges on, the shipment. Each account
must refer to the authority for the shipment and be accompanied by
the certificate of the officer best qualified to make it, that the
property so shipped consists of the effects and personal property
used in official work of the employee transferred. ~~Whenever a rate~~
~~by carload is obtainable, which would be a saving to the Government~~
~~by reduction of cost of crating or for any other reason, such rates~~
~~should be made use of,~~ and is exclusively his property, and that the
transformation was furnished on the occasion of his permanent transfer
to a new official station. Carload shipments must be made when the
cost at the carload rate is lower than the cost at the less-than-
carload rate.

Secretary.

Sections p, q, and r, of paragraph 86, Fiscal Regulations, with changes made by Committee on Finance and Business Methods.

(Additions underscored and omissions struck out in red)

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his ~~household~~ effects and ~~other~~ personal property used in official work, ~~not exceeding in all 5,000 pounds, in addition to the weight of a motor vehicle or live stock: Provided, that saddle or other animals not exceeding three head, or an automobile, or motorcycle, will be transported at Government expense only when used in official work: And provided further,~~ That all such shipments are made in accordance with the provisions of section (r) of this paragraph.

(q) The Forester may authorize the district foresters to issue written instructions under which transferred employees may be allowed packing, crating, freight, and drayage charges for the transportation of their ~~household~~ effects and ~~other~~ personal property used in official work with the same effect as if the instructions had been issued in person by the Forester in compliance with section (p) of this paragraph.

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released ~~at a valuation of \$10 per 100 pounds~~ to the lowest valuation applicable to household goods shipments. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment.

Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of the effects and personal property used in official work ~~household goods~~ of the employee transferred and is exclusively his property, ~~and that all other personal property so transferred is to be used in official work,~~ and that the transportation was furnished on the occasion of his permanent transfer to a new official station. ~~If the weight of the shipment exceeds 5,000 pounds the employee must ship the excess weight on a commercial bill of lading and pay the charges on same from his private funds; except that in cases where a car can be secured at a cost not greater than the less-than-carload rates for 5,000 pounds, a carload shipment may be made on a departmental bill of lading and the excess over 5,000 pounds included, settlement for the excess to be calculated on the proportionate cost of the entire shipment, and draft or money order in favor of the carrier to be transmitted to the department by the employee with the memorandum copy of the bill of lading, to be used by the department in part payment of the transportation charge.~~ Carload shipments must be made when the cost at the carload rate is lower than the cost at the less-than-carload rate.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

G

January 22, 1920.

MEMORANDUM NO. 298.

Political Activity - Employees: Prohibited from Engaging in.

The following letter, dated January 15, 1920, has been received from the President of the United States Civil Service Commission, and is quoted below for the information and guidance of all officers and employees of the Department:

"The Commission requests that the individual attention of every competitive classified employee serving in the departmental or field service, under your department, be called to the fact that sections 118, 119, 120 and 121 of the Criminal Code (see 35 Stat. 1110) provide in effect as follows:

'That no legislative, executive, or judicial officer or employee shall solicit or be concerned in soliciting or receiving any money or contribution for political purposes from any other officer or employee of the Government; that no solicitation or receipt of political assessments shall be made by any person in any room or building occupied in the discharge of official duties by any officer or employee of the United States; that no officer or employee shall be discharged or demoted for refusing to make any contribution for political purposes; and that no officer or employee of the Government shall directly or indirectly give or hand over to any other officer or employee in the service of the United States or to any member or delegate to Congress any money or other valuable thing for the promotion of any political object whatever.

"Section 122 of the Criminal Code provides that:

'Whoever shall violate any provisions of the four preceding sections shall be fined not more than \$5,000 or imprisoned not more than three years or both.'

"Under section 1, Rule 1, of the civil service rules, competitive employees, while retaining the right to vote and to express privately their opinions on political subjects, are forbidden to take an active part in political

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P. L. EXAMON.

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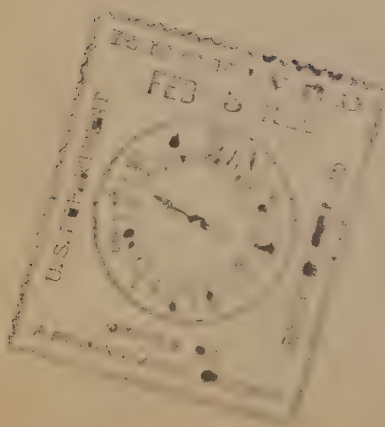


management or in political campaigns. This also applies to temporary employees; employees on leave of absence, with or without pay; substitutes and laborers. Under this rule, a competitive employee may attend political meetings or assemblies, as a spectator, but is prohibited from becoming politically active in city, county, State, or National elections, whether primary or regular, or in behalf of any party or candidate, or any measure to be voted upon.

In this connection, attention is called to paragraph 45 of the Administrative Regulations relating to political activity on the part of members of the Department of Agriculture. These regulations, as well as the sections of the Criminal Code quoted in the Commission's letter and the civil service rules referred to, must be strictly complied with.



Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 13 1919
Please return
the file to the
proper office

January 54, 1920.

MEMORANDUM NO. 299

Amendment to the Property Regulations.

FILE
P. L. BLANCHARD

Paragraph 31 of the Property Regulations of this Department is hereby amended to read as follows:

31. PURCHASE FROM GOVERNMENT EMPLOYEES PROHIBITED.-- No supplies or property for the use of the department shall be purchased from any of its employees without the approval of the Secretary. The request for such approval must in each case be accompanied by a statement in writing from the officer certifying the voucher showing the necessity for the purchase and indicating specifically that the purchase from the employee will be more advantageous to the Government than a purchase from any other source.

J. I. H. H. H. H. H.

Secretary.



United States Department of Agriculture,
Bureau of Crop Estimates,
Washington, D. C.

January 22, 1920.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Committee on Finance and Business Methods has had under consideration paragraph 31 of the Property Regulations relative to the purchase of supplies or property from employees of the Department. It is understood that a number of such purchases have been made and the accounts submitted to the Secretary for his approval. In some cases the necessity for making the purchase has been fully explained and in other cases no explanation has been offered. This, the Committee believes, is due to some extent to the language of the paragraph as such explanation is not requested in specific terms but when the regulation was originally prepared by the Committee it was intended that this should be done. In order to make the paragraph indicate clearly that such a statement will be required the Committee submits an amendment thereto for your approval. The new language is underscored.

Very respectfully,

Leon M. Estabrook

Chairman, Committee on Finance
and Business Methods.

Enclosure.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 16, 1920.

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Secretary's File Room

MEMORANDUM No. 300

FILE
P. L. GLADMON.

Regarding Committees on Clerical Efficiency.

In accordance with Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency for the current term will be as follows:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman.
Percy L. Gladmon
C. C. Wilson (vice Roy L. Swenson)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman.
P. D. Cronin
E. B. Quiggle (vice C. W. Boyle)

OFFICE OF FARM MANAGEMENT

Asher Hobson, Chairman.
Charles L. Goodrich
Jacob H. Arnold (vice E. A. Boeger)

WEATHER BUREAU

E. B. Calvert, Chairman.
J. Warren Smith
J. C. Ashton
B. C. Kadel (vice S. Percy Minnick)
P. C. Day (vice C. T. Burns)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman.
T. P. White
Harry Goding (vice G. H. Russell)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman
Russell A. Oakley
Cornelius L. Shear (vice W. A. Orton)

FOREST SERVICE

A. F. Potter, Chairman.
Earle H. Clapp
Roy Headley (vice M. E. Fagan)

BUREAU OF CHEMISTRY

S. A. Postle, Chairman.
Homer Runkel
F. B. Linton (vice P. B. Dunbar)

BUREAU OF SOILS

A. G. Rice, Chairman.
J. W. McKericher
C. H. Seaton (vice C. A. Wolfe)

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman
W. R. Walton
Jesse L. Webb (vice C. L. Marlatt)

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

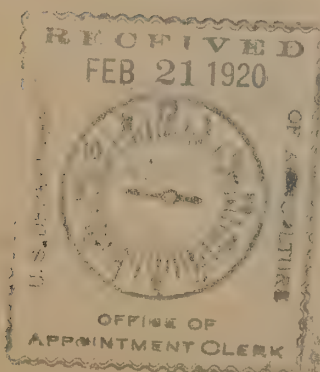
TO THE LAND OFFICE
WASHINGTON, D. C.

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George A. Lawyer
E. J. Thompson (vice Mrs. A. B. Morrison)

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W. J. Nevius, Chairman.
William R. Fuchs (vice Harry B. Peffers)
George T. Ash

DIVISION OF PUBLICATIONS

W. A. Jump (vice Edwy B. Reid) Chairman.
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Leon M. Estabrook, Chairman.
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BUREAU OF PUBLIC ROADS

F. C. More (vice P. St. J. Wilson)
Vernon M. Peirce
C. D. Curtiss

INSECTICIDE AND FUNGICIDE BOARD

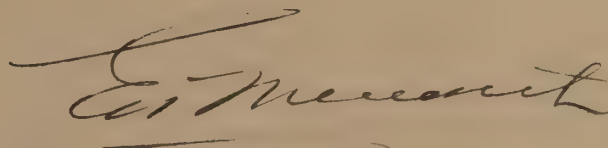
M. B. Waite, Chairman.
J. L. Monarch
C. C. McDonnell (vice W. D. Lynch)

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman.
E. R. Sasscer

BUREAU OF MARKETS

R. V. Bailey, Chairman.
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R. C. Potts (vice C. S. Cole)


Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 5, 1920.

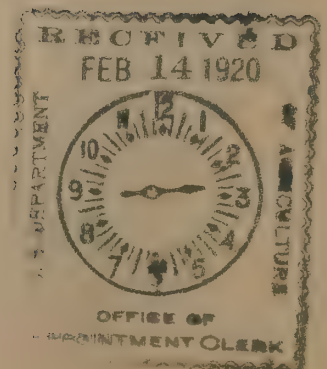
MEMORANDUM NO. 301

Effective February 5, 1920, section (q) of Paragraph 86 of the Fiscal Regulations, as amended by Memorandum No. 297, dated January 16, 1920, is hereby further amended to read as follows:

(q) The Forester and the Chief of the Bureau of Public Roads may authorize the district foresters and the district engineers of the Bureau of Public Roads, respectively, to issue written instructions under which transferred employees may be allowed packing, crating, freight, and drayage charges for the transportation of their effects and personal property used in official work, with the same effect as if the instructions had been issued in person by the Forester or the Chief of the Bureau of Public Roads in compliance with section (p) of this paragraph.

E. T. MEREDITH,

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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★ OCT 16 1926
Please return
Secretary's file

February 5, 1920.

MEMORANDUM NO. 302

FILE
P. L. GLADSTONE

Effective February 5, 1920, Paragraph No. 29 of the Fiscal Regulations, as amended by Memorandum No. 263, dated February 13, 1919, is hereby further amended to read as follows:

29. Purchase Orders Approved by the Secretary.- All orders for job work, or for the purchase of supplies, in excess of \$100 must be approved by the Secretary except in the case of the Weather Bureau, the Forest Service, and the Bureau of Public Roads, which may issue purchase orders for amounts not exceeding \$500, and except in case of the Forest Service and the Bureau of Public Roads, which may, for amounts less than \$2,500, also let contracts for road construction station work and issue purchase orders for supplies, materials, or equipment required exclusively for the construction and maintenance of roads or trails within or partly within the National Forests; but no automobiles, motor boats, or other motor-driven vehicles, no cameras or lenses, and no medicines for personal use (see par. 86, sec. (m)) shall be purchased without specific authority of the Secretary.

E. T. MEREDITH,

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 4, 1920.

MEMORANDUM NO. 303

AMENDMENTS TO ADMINISTRATIVE REGULATIONS.

FILE
P. L. GLADMON.

Effective January 2, 1920, Paragraph 93 of the Administrative Regulations is hereby amended to read as follows:

93. Leave Confined to Current Calendar Year. - Except as provided in paragraph 104 as amended by Memorandum No. 283, leave of absence is not cumulative. The unused leave of one calendar year may not be taken in a subsequent year. Leave may not be granted to be used in one year and charged to a subsequent year.

Effective January 2, 1920, Paragraph 118 of the Administrative Regulations is amended by the addition of the following paragraph:

An employee who, at the end of the calendar year, has exhausted all sick and annual leave, is on indefinite leave without pay on account of illness, and is physically unable to report for duty, may be granted sick leave, and, also if necessary, annual leave, because of continued illness, beginning with January 2 of the succeeding calendar year without actually reporting for duty in person. Thereafter all leave regulations shall apply to such employees except that no retroactive deduction will be made from such annual leave. An employee thus restored to a pay status, who, in the new leave period again exhausts all sick and annual leave on account of sickness continuing over from the preceding year will have no leave-with-pay privileges during the remainder of the calendar year, and any further absence will be without pay, and without retroactive deduction.

Each such case shall be considered on its merits and be submitted to the Secretary for approval through the Chief Clerk of the Department. This regulation shall not apply to employees who, at the end of the calendar year, are on leave without pay for any other reason than sickness.

Effective January 2, 1920, Paragraph 136 of the Administrative Regulations is amended to read as follows:

136. Basis for Deduction from Annual Leave. - Except as otherwise provided in paragraph 118, a proportionate deduction from allowance of annual leave shall be made in the District of Columbia at the rate of 1 day for each 12 days or multiples thereof, for furlough or leave without pay during the calendar year; and outside of the District of Columbia at the rate of 1 day for each 24 days or multiples thereof. In every case an application for leave without pay to modify the excess of leave taken will be required.

E. T. MEREDITH,

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

March 3, 1920.

MEMORANDUM NO. 304

FILE
P. L. GLADMON.

Amendments to the Administrative Regulations.

Paragraphs 20 and 51 of the Administrative Regulations are hereby amended to read as follows:

20. REINSTATEMENT.- A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon certificate of the Civil Service Commission, subject to the following limitations: The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for such certificate; but this limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an Army nurse of either war, who separated from the ^{competitive} classified service before November 28, 1919, who may be reinstated in the department from which separated without time limit. If separated after November 28, 1919, reinstatement may be made within five years from the date of separation. A soldier, sailor, marine, or Army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be re-

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UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

OFFICE OF THE SECRETARY

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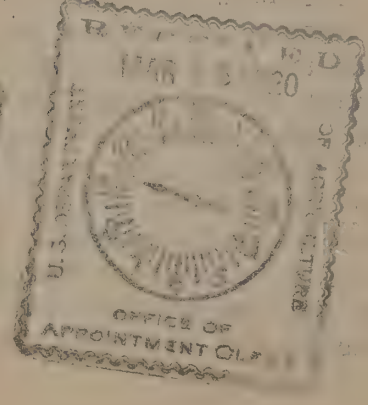
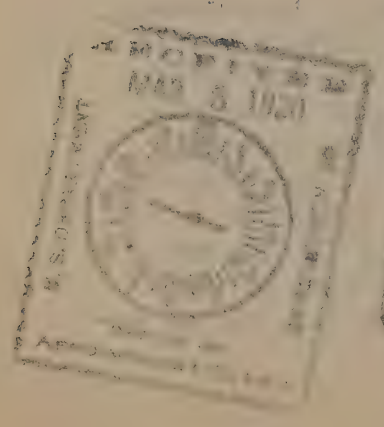
TO THE SECRETARY OF AGRICULTURE

FROM THE DIRECTOR OF THE BUREAU OF PLANT INDUSTRY

RE: [illegible]

[illegible]

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instated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit. No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

A person resigning a scientific or technical position in the competitive service in which he has acquired training and experience not to be acquired elsewhere, to enter the public service of a State, county, municipality, or foreign government in a similar capacity, may immediately upon the completion of such service be reinstated in the department in which he formerly served upon the certificate of the Civil Service Commission issued upon the requisition of the department dated within three years from the date of his separation from the competitive service.

Reinstatement is not a right given to a former employee, but is merely one of the ways by which an appointing officer may fill a vacancy. Reinstatement is a matter of administrative discretion and is not to be granted unless it is in the interest of the service. Reinstatement will be refused any former employee who resigned with the view of running for office or indulging in a degree of political activity which would have been prohibited had he remained in the service.

Recommendations for reinstatement must give the last date of actual service rendered by the applicant, salary received by him at time of separation, also the number, relationship, etc., of other members of his family (if any) who are employed in the Government service.

51. AIDING OTHERS TO PASS CIVIL-SERVICE EXAMINATIONS.-

Under penalty of removal from the public service, employees are prohibited from giving instruction to or being concerned in any manner in the instruction of, directly or indirectly, persons or classes of persons preparing for civil-service examinations, either privately or in schools or institutions claiming to give instruction along the lines of civil-service examinations. Employees are also prohibited from being concerned financially or otherwise in such schools or institutions.

This paragraph does not apply to the utilization of the facilities of the department and the services of its officers and employees where such facilities or services may be necessary or useful in carrying out the duties imposed by law, in the training and testing of disabled soldiers, sailors, and marines.


Secretary.

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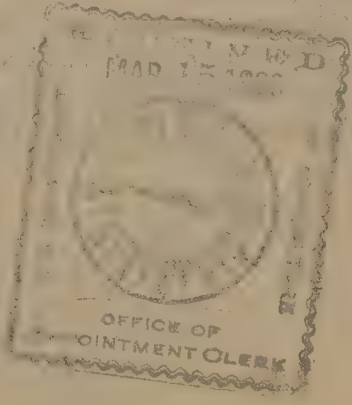
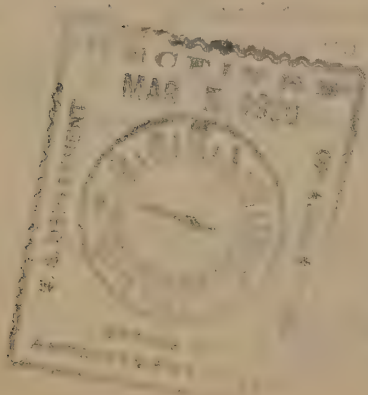
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United States Department of Agriculture,
Bureau of Crop Estimates,
Washington.

OFFICE OF
CHIEF OF BUREAU.

March 3, 1920.

MEMORANDUM FOR THE SECRETARY.

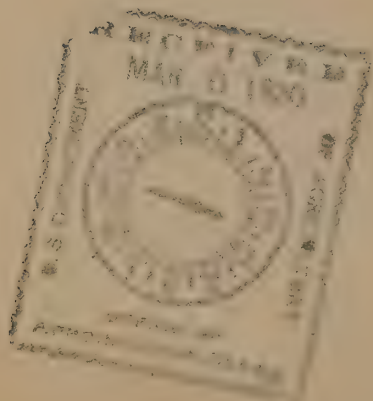
Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith amendments to Paragraphs 20 and 51 of the Administrative Regulations, relating to "Reinstatement" and "Aiding Others to Pass Civil-Service Examinations," respectively. These amendments are deemed advisable by the Committee in order to make the paragraphs conform to the Presidential Orders referred to in Department Circulars 55 and 58, dated December 12, 1919, and January 30, 1920, respectively.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.



FILE

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Please return
the Secretary's file

DEPARTMENT OF AGRICULTURE

WASHINGTON

March 12, 1920.

MEMORANDUM NO. 305

SPECIAL INSTRUCTIONS TO EMPLOYEES
AUTHORIZED TO SHIP EFFECTS AND PERSONAL PROPERTY
ON DEPARTMENT BILL OF LADING
IN CONNECTION WITH CHANGE OF PERMANENT STATION.

FILE
P. L. GLADMON.

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In connection with the provisions of sections (p), (q) and (r) of Paragraph 86, Fiscal Regulations, as amended by Memorandum No. 297, dated January 16, 1920, and Memorandum No. 301, dated February 5, 1920, the following instructions should be carefully followed by employees authorized, on the occasion of a change of permanent station, to ship their effects and personal property on a department bill of lading.

Weight limit removed:

While Memorandum No. 297, amending section (p) of Paragraph 86, Fiscal Regulations, removes the limitation of weight of 5,000 pounds on shipments of household goods and extends authority to include in the shipment all of the employee's effects and personal property used in official work, care and judgment must be exercised to include in the shipment only articles that are of sufficient value to the employee to justify the expense of their transportation by the Government, that are his personal property, used in connection with his household, and the shipment of which has the administrative approval of the proper official of the branch of the department in which he is employed.

Valuation of shipment to be indicated:

- (a) Where shipment is made from one point to another in the same State the shipper must write across the face of the Government bill of lading, the memorandum bill of lading, and the shipping order, the following:

Household goods shipped hereon released to
the lowest valuation applicable to such shipments.

.....
(Signature of shipper)

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- (b) Where shipment is made from one State to another the shipper must write across the face of the Government bill of lading, the memorandum bill of lading, and the shipping order, the following:

I hereby declare the value of each article of household goods herein described as 10 cents a pound.

.....
(Signature of shipper)

Articles shipped to be itemized:

Each article shipped must be specifically mentioned in the bill of lading, and the weight given, whether the shipments consist of carload or less-than-carload lots. For example:-

1 Bundle of bedding.....120 lbs.
1 Barrel of crockery.....350 lbs., etc.

This information is necessary properly to adjust claims for loss of or damage to shipments which may occur.

Household goods defined:

Household goods are second-hand (used) household or personal effects, such as clothing, furniture, furnishings for residences, and the like. When articles other than household goods are shipped with household goods such articles are subject to their own less-than-carload ratings.

Packing requirements:

The following packing requirements must be observed, except that trunks or articles of furniture may be used as substitutes for boxes, subject to the packing requirements for such articles of furniture:

Bedding, carpets, or rugs, in barrels, boxes, crates, wrapped bundles, or wrapped rolls;

Books, clothing, draperies and linens, glassware, musical instruments, and pottery, in barrels or boxes;

Marble slabs, mirrors and pictures, and sewing machines, in boxes or crates;

Furniture, upholstered, or having surfaces liable to damage, must be fully protected by boxing, crating, or wrapping. Excelsior pads or their equivalent must be used whenever necessary properly to protect such articles;

Stoves or ranges, or trunks containing household goods or personal effects, must be boxed or crated when included in less-than-carload shipments;

All household goods, other than those specifically enumerated above, requiring protection against breakage or chafing, must be shipped in bags, barrels, boxes, wrapped bundles, or crates;

Articles of jewelry or silverware must not be included in shipments of household goods.

Carload shipments:

The requirement of section (r), Paragraph 86, Fiscal Regulations, that carload shipments must be made when the cost at the carload rate is lower than the cost at the less-than-carload rate, makes it necessary for the shipper to ascertain whether his household goods weigh enough in the aggregate to require their shipment as a carload and whenever he finds that the total weight approximates 7,000 pounds or more, he should confer with the agent of the transportation company at the point of shipment to determine whether the shipment would cost less as a carload than if shipped in less than car lots. Whenever it develops that shipment in a carload will be advantageous to the Government, the shipper should ascertain from the agent the dimensions of the smallest car necessary to convey the shipment and should place his order for such a car. If a car of larger dimensions than is necessary is ordered by the shipper, there is an additional charge therefor, but if a car of the proper size is ordered by him and a larger car is furnished in lieu thereof by the transportation company, there is no such additional charge.

In connection with every shipment in carload lots the initials and number of each car used should be indicated on the face of the bill of lading, the memorandum bill of lading, and the shipping order.

Automobiles, motorcycles, and bicycles:

Automobiles, motorcycles, and bicycles, are not household goods. When automobiles, motorcycles, or bicycles, are shipped with household goods in carload lots, such vehicles take their own special ratings in addition to the carload lot charge for the household goods. Automobiles weighing 5,000 pounds or less are charged for at a minimum weight of 5,000 pounds at the first class rate. Motorcycles and bicycles must be boxed or crated.

Horses and other live stock:

Horses and other live stock may also be shipped with household goods in carload lots, such live stock taking its own special rating in addition to the carload lot charge for the household goods. Depending on circumstances, it may become necessary for the owner or an attendant to accompany

such a shipment in order that the live stock may have the proper and legally required attention as to feeding and watering. Arrangements for the placing of live stock in a car with household goods should always be made in advance with the agent of the transportation company at the point of shipment. Such shipments should be designated as "Ordinary Live Stock" on the bill of lading, the memorandum bill of lading, and the shipping order which specify the kind of animal. A live stock contract must also be executed in order to obtain proper rating of the stock shipped.

Preparation of bills of lading:

In the preparation of bills of lading the typewriter should be used wherever possible.


Secretary.

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United States Department of Agriculture,
Bureau of Crop Estimates,
Washington.

OFFICE OF
CHIEF OF BUREAU.

March 1, 1920.

MEMORANDUM FOR THE SECRETARY.

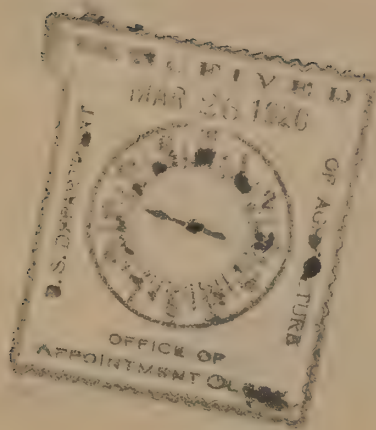
Dear Mr. Secretary:

In connection with the removal of the weight limit and other changes of procedure with respect to the shipment on Department bills of lading of the effects and personal property of employees transferred from one official station to another for permanent duty, it is believed by the Committee on Finance and Business Methods that the regulations of the transportation companies governing such shipments should be brought to the notice of employees authorized to ship their personal effects and property on Department bills of lading. With this purpose in view the Committee has drafted and submits herewith for your consideration and, if approved, for your signature, a memorandum of special instructions. The Committee recommends the printing of these instructions with a view to attaching a copy of same to every bill of lading issued by the Department to cover the transportation of personal effects and property in accordance with Paragraph 86 of the Fiscal Regulations.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.



Weight limit removed.

While Memorandum No. 297 amending sec. p of paragraph 86, ~~of the~~ Fiscal Regulations, removes the ~~previously existing~~ limitation of weight of 5,000 pounds on shipments of household goods and extends authority to include in the shipment all of the employee's effects and personal property used in official work, care and judgment must be exercised to include in the shipment only articles that are of sufficient value to the employee to justify the expense of their transportation by the Government, that are his personal property, used in connection with his household, and the shipment of which has the administrative approval of the proper official of the branch of the department in which he is employed.

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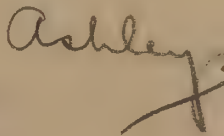
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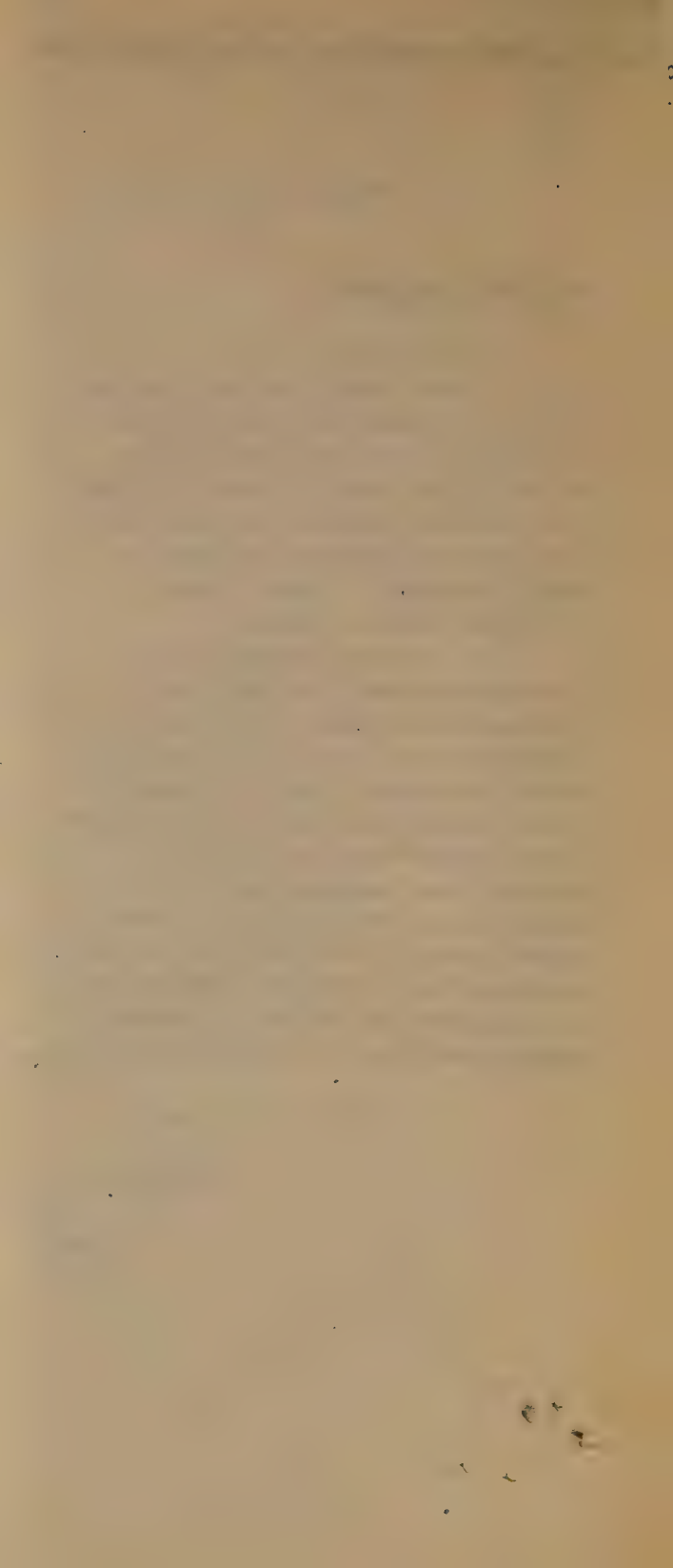
Dear Mr. Zappone:

I don't see where, in the body of the instructions, we can properly place the information you desire included as to the weight limit having been removed. Could we not insert in the last line of the heading, after the word "Property," the phrase "Without weight limit?"

Mr. Forbes accepts the paragraph under the caption "Horses and Other Live Stock" and suggests that the following be added thereto: "Such shipments should be designated as 'Ordinary Live Stock' on the bill of lading, the memorandum bill of lading, and the shipping order which specify the kind of animal. A live stock contract must also be executed in order to obtain proper rating of the stock shipped

Very truly yours,





OFFICE OF THE SECRETARY OF AGRICULTURE

Feb. 21, 1920.

Dear Mr. Reese:

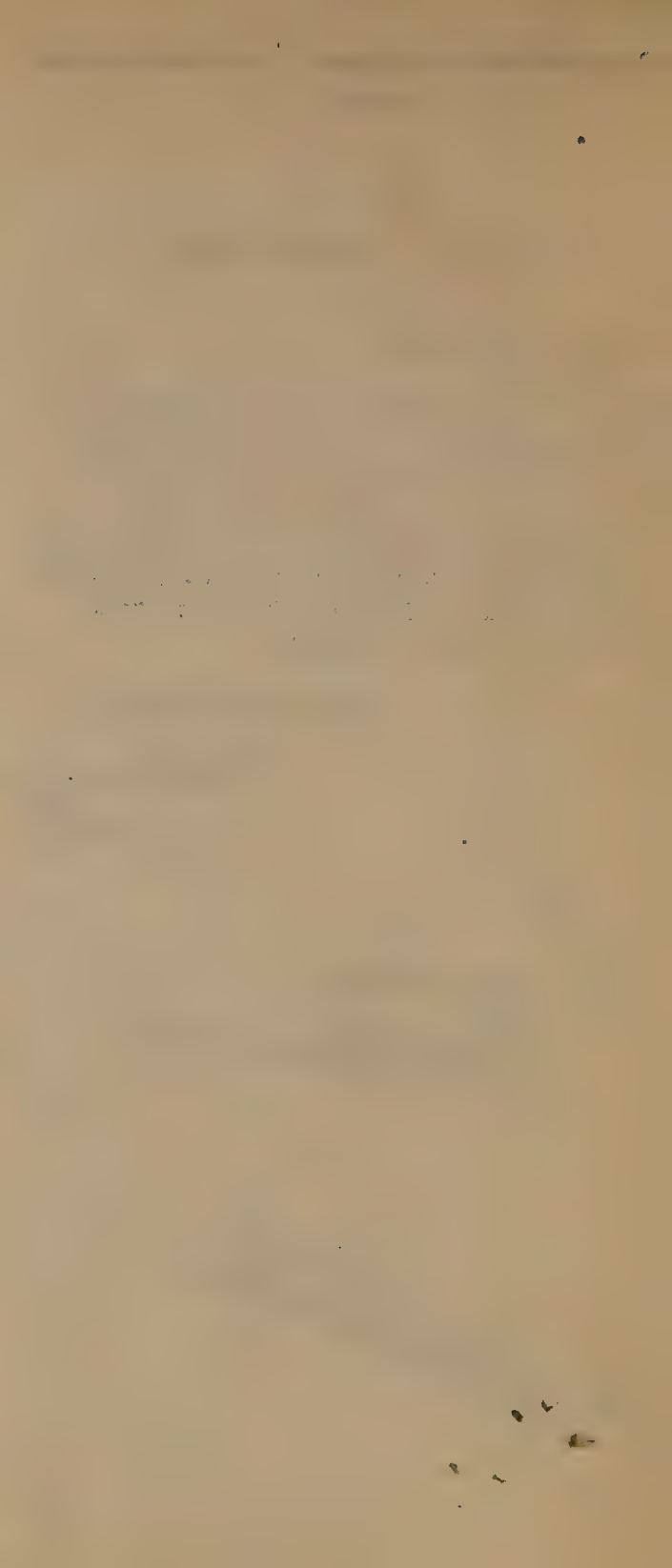
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With the changes suggested by Mr. Zappone I think the attached circular of instructions will be O. K. If you concur, will you kindly so indicate on this slip and send the papers back to Mr. Zappone for final action at the committee meeting next Tuesday?

Very truly yours,

Ashley

*✓ concurs
Rm Reese*

~~Mr Zappone~~



SPECIAL INSTRUCTIONS TO EMPLOYEES AUTHORIZED
IN CONNECTION WITH CHANGE OF PERMANENT
STATION, TO SHIP EFFECTS AND PERSONAL
PROPERTY ON DEPARTMENT BILL OF LADING.

In connection with the provisions of sections p, q and r of Paragraph 86, Fiscal Regulations, as amended by Memorandum No. 297, dated January 16, 1920, and Memorandum No. 301, dated February 5, 1920, the following instructions should be carefully followed by employees authorized, on the occasion of a change of permanent station, to ship their effects and personal property on a departmental bill of lading.

Valuation of shipment to be indicated:

- (a) Where shipment is made from one point to another in the same State the shipper must write across the face of the Government bill of lading, the memorandum bill of lading, and the shipping order, the following:

Household goods shipped hereon released to the
lowest valuation applicable to such shipments.

.....
(Signature of shipper)

- (b) Where shipment is made from one State to another the shipper must write across the face of the Government bill of lading, the memorandum bill of lading, and the shipping order, the following:

I hereby declare the value of each article of
household goods herein described as 10 cents a pound.

.....
(Signature of shipper)

Articles shipped to be itemized:

Each article shipped must be specifically mentioned in the bill of lading, and the weight given, whether the shipments consist of car-load or less-than-carload lots. For example:-

1 Bundle of bedding.....120 lbs.
1 Barrel of crockery.....350 lbs., etc.

This information is necessary properly to adjust claims for loss of or damage to shipments which may occur.

Household goods defined:

Household goods are second-hand (used) household or personal effects, such as clothing, furniture, furnishings for residences, and the like. When articles other than household goods are shipped with household goods such articles are subject to their own less-than-carload ratings.

Packing requirements:

The following packing requirements must be observed, except that trunks or articles of furniture may be used as substitutes for boxes, subject to the packing requirements for such articles of furniture:

Bedding, carpets, or rugs, in barrels, boxes, crates, wrapped bundles, or wrapped rolls;

Books, clothing, draperies and linens, glassware, musical instruments, and pottery, in barrels or boxes;

Marble slabs, mirrors and pictures, and sewing machines, in boxes or crates;

Furniture, upholstered, or having surfaces liable to damage, must be fully protected by boxing, crating, or wrapping. Excelsior pads or their equivalent must be used whenever necessary properly to protect such articles;

Stoves or ranges, or trunks containing household goods or personal effects, must be boxed or crated when included in less-than-carload shipments;

All household goods, other than those specifically enumerated above, requiring protection against breakage or chafing, must be shipped in bags, barrels, boxes, wrapped bundles, or crates;

Articles of jewelry or silverware must not be included in shipments of household goods.

Carload shipments:

The requirement of section r, paragraph 86, Fiscal Regulations, that carload shipments must be made when the cost at the carload rate is lower than the cost at the less-than-carload rate, makes it necessary for the shipper to ascertain whether his household goods weigh enough in the aggregate to require their shipment as a carload and whenever he finds that the total weight approximates 7,000 pounds or more, he should confer with the agent of the transportation company at the point of shipment to determine whether the shipment would cost less as a carload than if shipped in less than car lots. Whenever it develops that shipment in a carload will be advantageous to the Government, the shipper should ascertain from the agent the dimensions of the smallest car necessary to convey the shipment, and

should place his order for such a car. If a car of larger dimensions than is necessary is ordered by the shipper, there is an additional charge therefor, but if a car of the proper size is ordered by him and a larger car is furnished in lieu thereof by the transportation company, there is no such additional charge.

In connection with every shipment in carload lots the initials and number of each car used should be indicated on the face of the bill of lading, the memorandum bill of lading, and the shipping order.

Automobiles, motorcycles, and bicycles:

Automobiles, motorcycles, and bicycles, are not household goods. When automobiles, motorcycles, or bicycles, are shipped with household goods in carload lots, such vehicles take their own special ratings in addition to the carload lot charge for the household goods. Automobiles weighing 5,000 pounds or less are charged for at a minimum weight of 5,000 pounds at the first class rate. Motorcycles and bicycles must be boxed or crated.

Horses and Other Live Stock.

Horses and other live stock may also be shipped with household goods in carload lots, such live stock taking its own special rating in addition to the carload lot charge for the household goods. Depending on circumstances, it may become necessary for the owner or an attendant to accompany such a shipment in order that the live stock may have the proper and legally required attention as to feeding and watering. Arrangements for the placing of live stock in a car with household goods should always be made in advance with the agent of the transportation company at the point of shipment.

Preparation of bills of lading:

In the preparation of bills of lading the typewriter should be used wherever possible.

SPECIAL INSTRUCTIONS TO EMPLOYEES AUTHORIZED,
IN CONNECTION WITH CHANGE OF PERMANENT STATION,
TO SHIP EFFECTS AND PERSONAL PROPERTY ON
DEPARTMENT BILL OF LADING.

Valuation of shipment to be indicated:

- (a) Where shipment is made from one point to another in the same State, the shipper must write across the face of the Government bill of lading, the memorandum bill of lading, and the shipping order, the following:

Household goods shipped hereon released to the
lowest valuation applicable to such shipments.

.....
(Signature of shipper)

- (b) Where shipment is made from one State to another the shipper must write across the face of the Government bill of lading, the memorandum bill of lading, and the shipping order, the following:

I hereby declare the value of each article of
household goods herein described as 10 cents a pound.

.....
(Signature of shipper)

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Each article shipped must be specifically mentioned in the bill of lading, and the weight given, whether the shipments consist of carload or less-than-carload lots. For example:-

1 Bundle of bedding.....120 lbs.
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This information is necessary properly to adjust claims for loss of or damage to shipments which may occur.

Household goods defined:

Household goods are second-hand (used) household or personal effects, such as clothing, furniture, furnishings for residences, and the like. When articles other than household goods are shipped with household goods such articles are subject to their own less-than-carload ratings.

1. The first part of the report is a summary of the work done during the year. It is divided into two main sections: a general summary and a summary of the work done in each of the departments.

.....

2. The second part of the report is a detailed account of the work done in each of the departments. It is divided into four main sections: the Department of Agriculture, the Department of Commerce, the Department of Education, and the Department of Health.

.....

3. The third part of the report is a summary of the work done in each of the departments. It is divided into four main sections: the Department of Agriculture, the Department of Commerce, the Department of Education, and the Department of Health.

4. The fourth part of the report is a summary of the work done in each of the departments. It is divided into four main sections: the Department of Agriculture, the Department of Commerce, the Department of Education, and the Department of Health.

Packing requirements:

The following packing requirements must be observed, except that trunks or articles of furniture may be used as substitutes for boxes, subject to the packing requirements for such articles of furniture:

Bedding, carpets, or rugs, in barrels, boxes, crates, wrapped bundles, or wrapped rolls;

Books, clothing, draperies and linens, glassware, musical instruments, and pottery, in barrels or boxes;

Marble slabs, mirrors and pictures, and sewing machines, in boxes or crates;

Furniture, upholstered, or having surfaces liable to damage, must be fully protected by boxing, crating, or wrapping. Excelsior pads or their equivalent must be used whenever necessary properly to protect such articles;

Stoves or ranges, or trunks containing household goods or personal effects, must be boxed or crated when included in less-than-carload shipments;

All household goods, other than those specifically enumerated above, requiring protection against breakage or chafing, must be shipped in bags, barrels, boxes, wrapped bundles, or crates;

Articles of jewelry or silverware must not be included in shipments of household goods.

Carload shipments:

Whenever it is apparent that shipment in carload lots will be advantageous to the Government, the shipper should confer with the agent of the transportation company at the point of shipment to determine the dimensions of the smallest car necessary to convey the shipment, and should place his order for such a car. If a car of larger dimensions than is necessary is ordered there is an additional charge therefor, but if a car of the proper size is ordered and a larger car is furnished in lieu thereof by the transportation company there is no such additional charge.

In connection with every shipment in carload lots the initials and number of each car used should be indicated on the face of the bill of lading, the memorandum bill of lading, and the shipping order.

Automobiles, motorcycles, and bicycles:

Automobiles, motorcycles, and bicycles, are not household goods. When automobiles, motorcycles, or bicycles, are shipped with household

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS

TO THE
PRESIDENT
OF THE
UNIVERSITY

CHICAGO, ILLINOIS

Dear Sir:
I have the honor to acknowledge the receipt of your letter of the 14th inst. in relation to the proposed visit of the President of the University of Chicago to the University of Illinois. I am glad to hear that you are planning to visit the University of Illinois, and I am sure that your visit will be most profitable to both institutions.

I am, Sir, very respectfully,
Yours truly,
The President of the University of Chicago

CHICAGO, ILLINOIS

goods in carload lots, such vehicles take their own special ratings in addition to the carload lot charge for the household goods. Automobiles take first-class rate on actual weight, subject to a minimum weight of 5,000 pounds. Motorcycles and bicycles must be boxed or crated.

Preparation of bills of lading:

In the preparation of bills of lading the typewriter should be used wherever possible.

Any signature?

• • • • •

OFFICE OF THE SECRETARY OF AGRICULTURE

Memorandum for Mr. Zappone

Feb. 5, 1920.

Dear Mr. Zappone:

Attached is a seven page memorandum which has been prepared by Mr. Forbes of our transportation section to supplement the provisions of Memorandum 297 relative to the transfer from one permanent official station to another of an employee's effects and personal property used in official work.

I would suggest that when the Finance Committee is ready to consider this memorandum, we have Mr. Forbes attend the meeting and make such explanation of his memorandum as may be necessary.

Inspector,

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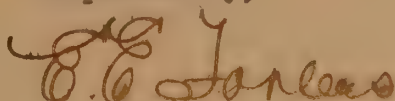
OFFICE OF THE SECRETARY OF AGRICULTURE

January 29, 1920.

Dear Mr. Ashley:

There is submitted herewith for your consideration an outline of procedure to be followed in shipments of household goods of employees whose stations are changed, and other information in reference thereto.

Respectfully,

O. C. Jones

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

0
Supervision

February 9, 1920.

Memorandum for Mr. Zappone:

I enclose a copy of the Forester's letter of February 5 regarding the transfer of household goods in the event of a change of permanent station.

You will appreciate the force which this presentation of the subject will carry to the field men when I tell you that at a recent meeting of District Foresters and Assistant District Foresters in charge of Operation at Salt Lake, the Forester dwelt at considerable length on the policy of holding responsible officers to strict accountability for the use of care, good judgment, and the full use of opportunities open to them. While this letter of February 5 makes no reference at all to the emphasis the Forester laid on the administrative principle of accountability his statements at Salt Lake will serve as a background which I think will add materially to the good judgment and discretion which will be used under the authority conferred by the amendments referred to.

Ray Scudley

Assistant Forester.

Enc.

0
Supervision

February 5, 1920.

District Forester,

Copy sent to 7 District Foresters and Madison Laboratory.
Dear Sir:

The Secretary's Memorandum No. 297 removes the maximum limit from the amount of effects and personal property which may be transferred at Government expense in connection with the transfer of permanent station. It is now possible to move without cost to the employee the Ranger's family cow and chickens and the family automobile, even though the latter is not used in Government work.

The authority conferred by this amendment to the Fiscal Regulations imposes an obligation for unfailing good business judgment in the management of transfers. I rely upon you to inaugurate such a system of administrative control of transfers that danger of misuse of this authority will be adequately guarded against.

The cost to the Government of transferring a man's effects and personal property should be weighed as one of the reasons against moving a man - although of course there is no alternative when an actual vacancy is to be filled.

Automobiles should be moved under their own power whenever that would be practicable and cheaper. Shipment of household goods should not be made at carload rates unless it will actually be cheaper to the Government that way. In short, while providing for the relief to the Forest officer which this regulation permits, the interests of the Government must be carefully served in every case and no ground given for any valid criticism.

Automobiles and probably also horses may be shipped in a car with household goods, but the cost of shipping the automobile will be in addition to the cost of the household goods even though the goods are being shipped at carload rates. Automobiles are shipped at the minimum weight of 5000 pounds and at first class rate. Prior to January 1, 1920, in the western territory the minimum weight for automobiles was 2000 pounds and the rate was double first class.

Very truly yours,

H. S. Graves

Forester.

To conform to the provision of Memorandum No. 297, effective January 16, 1920, on the occasion of the transfer of an employee's household goods from his present official station to another official station the procedure as below set forth should be carefully observed:

Where the station of an employee is changed from one point to another in the same state, the shipper should write across the face of the government bill of lading, memorandum bill of lading, and shipping order the following: "Released to the Lowest Valuation - applicable to shipment of Household Goods."

.....
(Signature of Shipper.)

Where a shipment is to be made from one state to another the shipper should write across the face of the government bill of lading, memorandum bill of lading, and shipping order, the following:

"I hereby declare the value of ^{each} article of household goods herein described as 10 cents per pound."

.....
Shipper's Signature.

Each article shipped should be specifically mentioned in the bill of lading, and the weight given. For example:

1 Bundle of bedding 120 lbs.
1 Barrel of crockery 350 " , etc.

This information is necessary to properly adjust claims for loss and damage to shipments when they occur.

HOUSEHOLD GOODS.

Value declared in writing by the shipper, or agreed upon in writing as the released value of the property, in accordance with the following:

Note 1. (in part) The value declared in writing by the shipper, or agreed upon in writing as the released value of the property, as the case may be, must be entered on Shipping Order and Bill of Lading as follows:

"I hereby declare the value of each article of Household goods herein described as cents per pound."

.....
Shipper's Signature.

Note 2. Ratings in Household Goods apply only on second-hand (used) Household or Personal Effects such as Clothing, Furniture or Furnishings for residences with not to exceed one Piano, (but do not apply on articles the acceptance of which is prohibited by Rule 3 nor on goods shipped for sale or speculation.)

Articles not provided for herein will be subject to their less than carload ratings if shipped with Household Goods, unless the shipment is covered by the description for Emigrant Movables as defined in this classification, in which case the ratings on Emigrant Movables will apply.

Note 3. The following packing requirements must be observed, except that trunks or articles of furniture may be used as substitutes for boxes subject to packing requirements as provided in this note for such articles of furniture.

- ✓ Bedding, in barrels, boxes, crates, wrapped bundles or wrapped rolls;
- ✓ Books, in barrels or boxes;
- ✓ Carpets or Rugs, in barrels, boxes, crates, wrapped bundles or wrapped rolls;

(Note 3 continued)

- ✓ Clothing, Draperies or Linens, in barrels or boxes;
- ✓ Furniture, upholstered, or having surfaces liable to damage, must be fully protected by boxing, crating or wrapping. Excelsior pads or their equivalent must be used when necessary to properly protect the articles;
- ✓ Marble Slabs, Mirrors or Pictures in boxes or crates;
- ✓ Glassware, packed in barrels or boxes;
- ✓ Musical Instruments, in barrels or boxes;
- ✓ Pottery, packed in barrels or boxes;
- ✓ Sewing Machines, in boxes or crates;
- ✓ Stoves or Ranges, in boxes or crates; when with L.C.L. Shipments;
- ✓ Trunks containing Household Goods or Personal Effects, in boxes or crates when with L. C. L. shipments;
- ✓ All other Household Goods requiring protection against breakage or chafing must be in bags, barrels, boxes, wrapped bundles or crates.

When household goods are shipped in accordance with the above mentioned conditions they will be governed by the following classifications:

Household Goods, in Car Loads, Minimum Weight 12,000 pounds, subject to Rule 34 --

Official Classification Territory.	Southern Classification Territory	Western Classification Territory
2d. class	3d. class	3d. class

Household Goods, Less than Car Loads.--

Official Classification Territory.	Southern Classification Territory.	Western Classification Territory.
1st. class	1st. class	1st. class

(See below for territories included in the different classifications)

THE UNIVERSITY OF CHICAGO

THE DIVISION OF THE PHYSICAL SCIENCES

DEPARTMENT OF CHEMISTRY

CHICAGO, ILLINOIS

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RULE ## 34

SECTION 1. (Minimum carload weights.

When articles subject to the provisions of this Rule are loaded in or on cars 36 feet 6 inches or less in length, they shall be charged at the minimum carload weights specified therefor in the separate descriptions of articles. Except as provided in Sections 2 and 3, when such articles are loaded in or on cars exceeding 36 feet 6 inches in length, the minimum carload weights to be charged shall be as provided in Section 6. Weight in excess of the minimum weight provided for in this Rule must be charged for.

SECTION 2. (Car 36'6" long or less ordered and longer car furnished in lieu)

When a shipper orders a car 36 feet 6 inches or less in length for articles "subject to Rule 34" and the carrier is unable to furnish car of desired length when ordered, a longer car will be furnished under the following conditions:

(a) If the carrier is unable to furnish car of desired length and furnishes a longer car not exceeding 40 feet 6 inches in length, the minimum weight for the car furnished shall be that fixed for the car ordered, except that when the loading capacity of the car is used the minimum weight shall be that fixed for the car furnished.

(b) If the carrier has been unable or finds that it will be unable within six days after receipt of order (see Note 1) to furnish car of the desired length or in place thereof a car not exceeding 40 feet 6 inches in length, and furnishes a car exceeding 40 feet 6 inches in length, the minimum weight for the car furnished shall be that

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fixed for the car ordered, except that when the loading capacity of the car is used the minimum weight shall be that fixed for the car furnished.

If a longer car than ordered is furnished, the following notation must be made by Agent on Bill of Lading and Way-bill:

"Car...ft. in length ordered by shipper on.....(date);
car.....ft. in length furnished by carrier on(date),
under Rule 34 of the(Official, Southern, or
Western).....Classification."

SECTION 3. (Car longer than 36' 6" ordered and longer car than ordered, or two cars, furnished in lieu thereof)

When a shipper orders a car over 36 feet 6 inches in length for articles "subject to Rule 34" and car of the length ordered cannot be furnished within six days after receipt of order (see Note 1), carrier will furnish a longer car or two shorter cars under the following conditions:

(a) If the carrier has been unable or finds that it will be unable within six days after receipt of order (see Note 1) to furnish car of the length ordered and furnishes a longer car, the minimum weight shall be that fixed for the car ordered, except that when the loading capacity of the car is used, the minimum weight shall be that fixed for the car furnished.

If a longer car than ordered is furnished, the following notation must be made by Agent on Bill of Lading and Way-bill:

"Car...ft. in length ordered by shipper on(date);
car...ft. in length furnished by carrier on.....(date,
under Rule 34 of the(Official, Southern or Western)
.....Classification."

(b) If the carrier has been unable or finds that it will be unable within six days after receipt of order (see Note 1) to furnish car of the length ordered or a longer car than

ordered and furnishes two shorter cars in place of the car ordered, one of the cars, the longer of the two if of different lengths and subject to different minimum carload weights when loaded singly, shall be charged the minimum weight fixed for such car and the remainder of the shipment loaded in or on the other car shall be charged at actual or estimated weight and carload rate, but in no case shall the total weight charged for the two cars be less than the minimum weight fixed for the car ordered; in the application of the foregoing to open car freight when articles loaded on flat or gondola cars are of such continuous length as to rest upon both cars, or are loaded on one car and extend over the other car, the shipment will be subject to the minimum carload weight applicable to the car of size ordered, provided the articles are of such length as could have been loaded on car of size ordered.

When two shorter cars are furnished in place of the car ordered, the following notation must be made by Agent on Bill of Lading and Way-bill:

"Car...ft. in length ordered by shipper on.....(date);
two cars...ft. in length furnished by carrier on....(date),
under Rule 34 of the.....(Official, Southern or Western)
.....Classification."

SECTION 4. (Cars longer than 36'6" used by shipper without placing order therefor)

Except when furnished by carrier in place of a shorter car ordered, if a car over 36 feet 6 inches in length is used by shipper for loading articles "subject to Rule 34" without previous order having been placed by shipper with carrier for a car of such size, the minimum weight shall be that fixed for the car used.

SECTION 5. (Carload excess rule not applicable.)

Rule 24 will not apply to articles "subject to Rule 34" unless otherwise provided in the description of such articles in the classification or in the tariffs of individual carriers.

(Rule 24 applies to freight in excess of full carloads)

SECTION 6 (Table showing minimum charload weights applicable on articles made subject to Rule 34, see Note 2)

Length of Car

When the Minimum Carload Weight provided in the Classification for the article shipped is:

* * *12,000 lbs* * *
Charge not
less than

											lbs.	
Cars over	36	ft.	6	in.	and not over	37	ft.	6	in.	long.	12,360	
"	"	37	"	6	"	"	"	38	"	6	"	12,720
"	"	38	"	6	"	"	"	39	"	6	"	13,080
"	"	39	"	6	"	"	"	40	"	6	"	13,440
"	"	40	"	6	"	"	"	41	"	6	"	14,040
"	"	41	"	6	"	"	"	42	"	6	"	14,640
"	"	42	"	6	"	"	"	46	"	6	"	17,040
"	"	46	"	6	"	"	"	50	"	6	"	19,440
"	"	50	"	6	"	"	"	-----				24,000

GEOGRAPHICAL LOCATION OF CLASSIFICATION TERRITORIES.

OFFICIAL CLASSIFICATION: TERRITORY:

Comprises that part of the United States east of the Mississippi and north of the Potomac Rivers.

SOUTHERN CLASSIFICATION TERRITORY:

Comprises that part of the United States east of the Mississippi and South of the Potomac Rivers.

WESTERN CLASSIFICATION TERRITORY:

Comprises that part of the United States west of the Mississippi River.

AUTOMOBILES:

Shipped with a car load of Household goods will take first class rate in all classification territories on actual weight. Subject to a minimum weight of 5000 lbs.

MOTOCYCLES: Three Wheels:

"Set Up" in boxes or crates:

Official	Southern	Western
3 times 1st class	3 times 1st class	2 $\frac{1}{2}$ times 1st cl.

"Knocked Down" in boxes or crates:

3 times 1st class	double first class	double 1st cl.
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MOTORCYCLE, two wheels: in boxes or crates:

1 $\frac{1}{2}$ times 1st cl.	1 $\frac{1}{2}$ times 1st cl.	1 $\frac{1}{2}$ times 1st cl.
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BICYCLES, in boxes or crates:

1 $\frac{1}{2}$ times 1st cl.	1 $\frac{1}{2}$ times 1st cl.	1 $\frac{1}{2}$ times 1st cl.
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Compare with agent's rate - it is cheaper

Done J. W. W.

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"d.c.c."

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OUT 16 1936
Please return to
the Secretary's Office

February 14, 1920.

MEMORANDUM NO. 306.

Amendments to the Fiscal Regulations.

FILE
P. L. GLADMON.

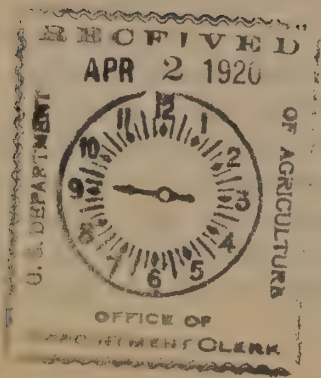
Paragraph No. 22, Sections (p) and (q) of Paragraph No. 83, and sections (e) and (h) of Paragraph No. 86, of the Fiscal Regulations, are hereby amended to read as follows:

22. ABSENCE WITHOUT PAY.- An employee not in a duty or pay status during an entire calendar month will suffer a loss of one day's pay for each day in which he is in a non-pay status, except that:

- (a) Absence without pay on both the thirtieth and thirty-first day of a 31-day month will be counted as one day's absence without pay.
- (b) Absence without pay on the last day of a 28-day month will be counted as three days' absence without pay.
- (c) Absence without pay on the last day of a 29-day month will be counted as two days' absence without pay.

83. EXPENSES NOT REIMBURSABLE IN ADDITION TO PER DIEM; EXPENSES REIMBURSABLE.-

- (p) Street-car, transfer-coach, omnibus, cab, carriage, and taxicab fares, in amounts not exceeding locally prevailing rates, except when incurred between place of lodging, or where meals are taken, and place where duty is to be performed (see section i): Provided, That where duty is performed at more than one place on any one day street-car or other fares may be allowed between such places of duty: Provided, also, That charges for taxicabs or other means of transportation more expensive than street cars will be allowed only when it is shown that street-car service was not available or that the use of taxicabs or other means of transportation more expensive than street cars was a public necessity rather than a personal convenience. The statement that street-car service "was not available" should be made only as to cities where there are no street cars. Inclement weather, unfamiliarity with a city, or the fact that heavy hand baggage is being carried will not justify the use of taxicabs or other means of transportation more expensive than street cars, nor will charges for such transportation be allowed if street cars are within walking distance of the depot, hotel, or other place the

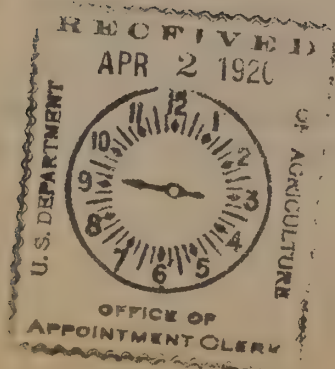


employee is required to visit on official business: Provided, however, That an employee may properly choose his residence in a suburb of his official station, and personal transfers as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing;

- (q) Transfers of baggage containing Government property or private property for Government use at locally prevailing rates, and the transfer of one piece of personal baggage consisting of a trunk or like article too heavy to carry: Provided, however, That an employee may properly choose his residence in a suburb of his official station, and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. (For rates in the District of Columbia, see Appendix G.) Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing;

86. ACTUAL TRAVELING EXPENSES DEFINED.-

- (e) Street-car, transfer-coach, omnibus, cab, carriage, or taxicab fares will be allowed for each personal transfer if the charge is not in excess of locally prevailing rates: Provided, That charges for taxicabs or other means of transportation more expensive than street cars will be allowed only when it is shown that street-car service was not available or that the use of taxicabs or other means of transportation more expensive than street cars was a public necessity rather than a personal convenience. The statement that street-car service "was not available" should be made only as to cities where there are no street cars. Inclement weather, unfamiliarity with a city, or the fact that heavy hand baggage is being carried will not justify the use of taxicabs or other means of transportation more expensive than street cars, nor will charges for such transportation be allowed if street cars are within walking distance of the depot, hotel, or other place the employee is required to visit on official business. Tips to drivers or chauffeurs will not be allowed. Transfers of baggage containing Government property or private property for Government use will be allowed at locally prevailing rates, and the transfer of one piece of personal baggage at such rates will also be allowed when the personal baggage consists of a trunk or like article too heavy to carry. (For rates in the District of Columbia, see Appendix G.) Every charge for baggage transfers included in reimbursement accounts must indicate the number of pieces transferred and be supported by a statement that the baggage transferred was Government property, private property for Government use, or personal baggage consisting of a trunk or like article too heavy to carry. An employee may properly



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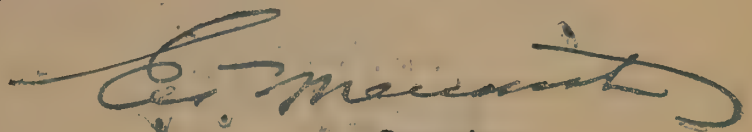
U.S. DEPARTMENT

OF AGRICULTURE

OFFICE OF
APPOINTMENT CLERK

choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. Payments in excess of 50 cents for personal transfers and transfers of baggage must be explained in writing. Personal transfers and transfers of baggage between hotels will be allowed only when satisfactorily explained. When properly explained, storage charges, to avoid frequent transfers, may be allowed on baggage containing Government property, private property for Government use, or personal baggage consisting of a trunk or like article too heavy to carry.

- (h) Except as provided in paragraph 86 (v), customary charges for subsistence expenses, not to exceed in the aggregate \$5 for any one day, may be allowed, and will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the day time, waiter fees not exceeding 30 cents in any one day; fees for checking and portorage of baggage upon arrival at and departure from hotels not to exceed 10 cents for portorage of, and 10 cents for checking, each piece; laundry to be included in subsistence expenses for the date on which paid; telegrams to hotels reserving accommodations (but not telegrams reserving Pullman accommodations which are not items of subsistence but of travel expense, and may be reimbursed in addition as such when the necessity for the expense is satisfactorily explained); and all other subsistence expenses. Charges for laundry at an average rate not exceeding 20 cents a day for each day while in travel status. Charges incurred for laundry at official headquarters at the termination of a trip will not be allowed. Receipts for laundry must be submitted or a written statement filed with the account showing the impracticability of obtaining such receipts. A charge for lodging at a hotel and a charge for sleeping berth for the same night will be allowed only when accompanied by a definite statement of necessity: Provided, That reimbursement for the payment of any fee herein mentioned will not be allowed in States in which the payment of such fee is prohibited by law. (See Appendix F.)


Secretary.



FILED
MAR 27 1920
Please refer
the Secretary's office

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 27, 1920.

MEMORANDUM NO. 307

FILE
P. L. GLADMON.

Amendments to the Administrative Regulations.

Paragraphs 96, 111 and 164 of the Administrative Regulations of the Department of Agriculture are hereby amended to read as follows:

96. LEAVE WHICH MAY BE ALLOWED ON SEPARATION FROM THE SERVICE;-- On separation from the department by resignation, transfer, or any other termination of appointment without prejudice, employees may, in meritorious cases, be granted accrued leave at the rate of 2-1/2 days for each month of service since the first of the calendar year for employees in the District of Columbia and 1-1/4 days for employees outside of the District of Columbia, except in such field offices as enjoy equal privileges under the law with employees in the District of Columbia.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the chief of bureau concerned, according to the circumstances in each case. An employee dismissed from the service for cause may be required, in the discretion of the Secretary, to make refund from his salary for leave already taken in excess of accrued leave.

111. MILITARY LEAVE:- All employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast defense training ordered or authorized under the provisions of section 80 of the national-defense act. Such employees are, however, not entitled to leave with pay while they are on active military duty under order of the government or of a State, in connection with the suppression of strikes and riots.

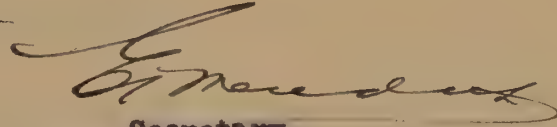
Under the provisions of section 92 of the act, it is prescribed that "each company, troop, battery, and detachment in the National Guard shall * * * participate in encampments, in maneuvers, or other exercises, including outdoor target practice at least fifteen days in training each year." The provisions of section 80 apply to the fifteen days' period prescribed in section 92 of the act.

The act of August 29, 1916 (39 Stat., 556, 594), provides that whenever a member of the Naval Militia who is an officer or employee of the United States attends drills, cruises, or other ordered duty of the Naval Militia, he shall receive the amount of the salary or wages he would have earned had he not been so ordered, in addition to the amount provided for by law as a member of the said Naval Militia. Members of the Fleet Naval Reserve ordered out in connection with maneuvers are not entitled to leave without charge but may to cover such absence from this Department be (1) granted annual leave with pay within legal limitations, i.e., 30 days in Washington and 15 days in the field, or (2) granted leave without pay.

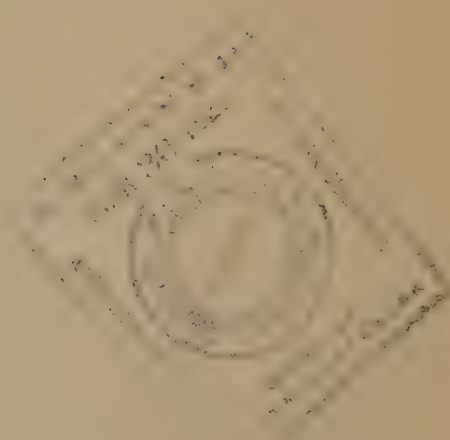
The Army appropriation act of May 12, 1917 (40 Stat., 40, 72), provides that all employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay or time, on all days during which they shall be ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed fifteen days in any one calendar year.

[illegible]

164. MONTHLY CROP REPORTER: - The Monthly Crop Reporter of the Bureau of Crop Estimates will contain statistical data relating to agriculture, including estimates of acreage, condition, yield, production, and prices and value of crops and live stock, in the form of tabular statements and such text summaries and comments as are necessary for their interpretation.


Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

April 20, 1920.

MEMORANDUM NO. 308

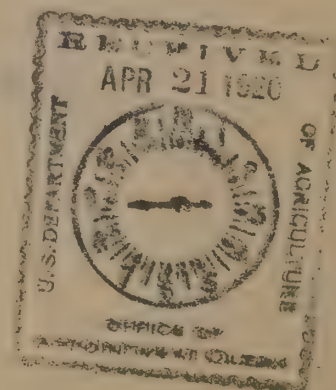
P. L. GLADMON.

Recommendations Regarding State and Territorial Quarantines
to be Made Only Through Chiefs of Bureaus Concerned.

Officers and employees of various branches of the Department may, from time to time, be requested by State or Territorial officials to give their views regarding proposals to establish State or Territorial quarantines. With a view to secure uniformity in the handling of all matters of this sort, it is requested that they be referred to the chief of the bureau or board within the Department having jurisdiction over the subject matter for consideration and such action as may seem desirable. All communications or recommendations regarding animal quarantines, for example, should be taken up through the Chief of the Bureau of Animal Industry, and all questions relating to plant quarantines should be brought to the attention of the Chairman of the Federal Horticultural Board.

E. M. Mendenhall

Secretary.



United States Department of Agriculture,

Bureau of Crop Estimates, *OK*

Washington, D. C.

March 23, 1920.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith draft of a proposed memorandum amending Paragraphs 96, 111 and 164 of the Administrative Regulations. Paragraph 96 is amended by omitting the provision in regard to the allowance of more than accrued leave on separation from the service. The reason for this is outlined in the Committee's memorandum to the Secretary of March 20, commenting on a memorandum from the Chief Clerk on the same subject. Paragraph 111 is amended by the addition of the following words to the first section, regarding members of the National Guard: "Such employees are, however, not entitled to leave with pay while they are on active military duty under order of the Governor of a State, in connection with the suppression of strikes and riots." (26 Comp. Dec., Part 3, p. 551.) The third section of paragraph 111 is amended by the addition of the following words: "Members of the Fleet Naval Reserve ordered out in connection with maneuvers are not entitled to leave without charge but may to cover such absence from this department be (1) granted annual leave with pay within legal limitations, i.e., 30 days in Washington and 15 days in the field, or (2) granted leave without pay." (Opinion of Solicitor to Chief Clerk, March 11, 1920, copy attached). Paragraph 164 is amended by changing the name of the "Monthly Crop Report" to "Monthly Crop Reporter," the change in the name of this publication having been made some time ago.

Respectfully,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

111
UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

March 6, 1920.

MEMORANDUM NO.

The first paragraph of Administrative Regulation
No. 111 is hereby amended by the addition of the following:

Such employees are, however, not entitled
to leave with pay while they are on active mil-
itary duty under order of the governor of a
State, in connection with the suppression of
strikes and riots.

Comp Dec.
Vol. 16 (Part 3)
p 551

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Solicitor
Washington, D. C.

March 11, 1920.

MEMORANDUM FOR MR. REESE:

Consideration has been given to your memorandum of February 13, 1920, submitting a case referred to you by Mr. Snow, Chief Clerk of the Bureau of Markets, as follows:

"One of our employees, Mr. Louis Baker, in Baltimore, a member of the Fleet Naval Reserves, expects to be ordered out in connection with some maneuvers. Will you please advise if this absence up to 15 days may be charged as military leave. I note that Administrative Regulation 111 applies to Naval Militia, but I find no reference to Naval Reserves. Will you please advise me in the matter".

You request to be advised whether a member of the Fleet Naval Reserves, ordered on active duty in connection with maneuvers, is entitled to military leave or must have such absence charged to annual leave or to leave without pay.

Paragraph 111 of the Administrative Regulations of the Department provides:

"The act of August 29, 1916 (39 Stat., 556, 594), provides that whenever a member of the Naval Militia who is an officer or employee of the United States attends drills, cruises, or other ordered duty of the Naval Militia, he shall receive the amount of the salary or wages he would have earned had he not been so ordered, in addition to the amount provided for by law as a member of the said Naval Militia".

Therefore it becomes necessary to determine whether the Fleet Naval Reserves may be comprehended under the designation Naval Militia. It cannot, for the reasons stated herein.

The composition of the Militia of which the Naval Militia is a part, is as follows:

"The Militia of the United States shall consist of all able-bodied male citizens of the United States and all other able-bodied males who have or shall have declared their intention to become citizens of the United States, who shall be more than eighteen years of age and, except as hereinafter provided, not more than forty-five years of age, and said militia shall be divided into three classes, the National Guard, the Naval Militia, and

• 1987 •

...as follows:

[illegible][illegible]

the Unorganized Militia. (39 Stat. L. 197)

That the Naval Militia shall consist of the regularly enlisted militia, organized as prescribed for the Naval Militia by law. (39 Stat. 597)

The Naval Militia, it thus appears, is that body of the citizenry trained in the accustomed to naval warfare, organized for that purpose.

The Fleet Naval Reserve, on the other hand, created by the Act of August 29, 1916 (39 Stat. 556, 587, 589), as a part of the Naval Reserve Force, is a body of men, formerly members of the United States Naval Service. Thus the Fleet Naval Reserve is a force whose membership is limited to former "regulars" who have voluntarily enrolled. The Secretary of the Navy is authorized to assign any member of the Fleet Naval Reserve to active duty for training, upon the application of such member. Members of the Fleet Naval Reserve receive from \$12 upward per annum, "such pay to be considered as retainer pay for the obligation on the part of such members to serve in the navy in time of war or national emergency".

The Act (39 Stat. 588) provides further that

"No existing law shall be construed to prevent any member of the Naval Reserve Force from accepting employment in any branch of the public service, except as an officer or enlisted man in any branch of the military service of the United States or any State thereof, nor from receiving the pay and allowances incident to such employment in addition to his retainer pay".

Having thus pointed out the distinction between the Naval Militia and the Fleet Naval Reserve, it follows that the Act of August 29, 1916 (39 Stat. 556, 594) supra, authorizing payment of civilian compensation to members of the Naval Militia while attending drills, cruises, or other ordered naval duty, does not comprehend payment to members of the Fleet Naval Reserve for similar absences.

In any event it is doubtful whether the provision of the Act of August 29, 1916 (39 Stat. 556, 594) contained in paragraph 111, Administrative Regulations, authorizing military leave to members of the Naval Militia is now operative, in view of the Act of July 1, 1918 (40 Stat. 704, 708) which provides that "upon the approval of this Act all laws heretofore enacted by the Congress relating to the Naval Militia * * * be, and the same hereby are, repealed".

The Unorganized Militia. (32 Stat. L. 127)

The Unorganized Militia, organized as provided in the National Militia Law. (32 Stat. 607)

The Unorganized Militia, organized as provided in the National Militia Law. (32 Stat. 607)

The Unorganized Militia, organized as provided in the National Militia Law. (32 Stat. 607)

The Act (32 Stat. 605) provides further that

"No existing law shall be construed to prevent any member of the Naval Reserve Force from accepting employment in any branch of the public service, except as hereinafter provided. No member of the Naval Reserve Force shall be deemed to have resigned his position in the Naval Reserve Force by accepting employment in any branch of the public service, except as hereinafter provided. No member of the Naval Reserve Force shall be deemed to have resigned his position in the Naval Reserve Force by accepting employment in any branch of the public service, except as hereinafter provided."

The Act (32 Stat. 605) provides further that

The Act (32 Stat. 605) provides further that

In the absence of statutory authority, and I have found none, it is my opinion, and I so advise you, that members of the Fleet Naval Reserve ordered out in connection with maneuvers are not entitled to leave but may to cover such absence from this Department be

without charge →
(1) granted annual leave with pay within legal limitations, i.e. 30 days in Washington and 15 days in the field;

or,

(2) granted leave without pay.

(Signed) WM. M. WILLIAMS.

Solicitor.

James Smith and I have, after long consideration, decided to
leave our present position, and to go to the West, where we
will engage in the same business, and we have decided
to leave our present position, and to go to the West.

James Smith and I have, after long consideration, decided to
leave our present position, and to go to the West, where we
will engage in the same business, and we have decided
to leave our present position, and to go to the West.

Yours very truly,
James Smith

James Smith

James Smith

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 4, 1920.

MEMORANDUM NO. 309

FILE
P. L. GLADMON.
E

Amendments to the Fiscal Regulations.

Sections (h) and (u) of paragraph 83 of the Fiscal Regulations are hereby amended, effective February 14, 1920, to read:

83. EXPENSES NOT REIMBURSABLE IN ADDITION TO PER DIEM; EXPENSES REIMBURSABLE.-- Employees authorized to receive per diem allowances in lieu of subsistence will not be reimbursed, in addition, for--

* * * *

(h) Telegrams reserving hotel accommodations.

* * * *

but, in addition to the per diem allowance, may be reimbursed for expenses actually and necessarily incurred for--

* * * *

(u) Other expenses of transportation, including telegrams reserving Pullman accommodations: Provided, That payment of any fee herein mentioned in any State in which payment of such fee is prohibited by law will not be reimbursed. (See Appendix F.)

Secretary.

100-21854-1

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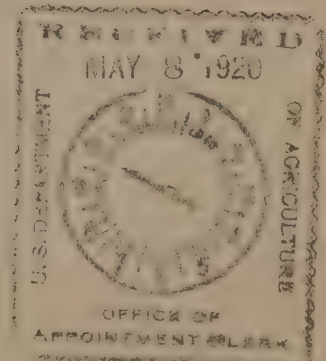
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OFFICE OF APPOINTMENT

U.S. DEPARTMENT OF AGRICULTURE

OFFICE OF APPOINTMENT

U.S. DEPARTMENT OF AGRICULTURE



May 4, 1920.

MEMORANDUM NO. 309

Amendments to the Fiscal Regulations.

Sections (h) and (u) of paragraph 83 of the Fiscal Regulations are hereby amended, effective February 14, 1920, to read:

83. EXPENSES NOT REIMBURSABLE IN ADDITION TO PER DIEM; EXPENSES REIMBURSABLE.-- Employees authorized to receive per diem allowances in lieu of subsistence will not be reimbursed, in addition, for--

* * * *

(h) Telegrams reserving hotel accommodations.

* * * *

but, in addition to the per diem allowance, may be reimbursed for expenses actually and necessarily incurred for--

* * * *

(u) Other expenses of transportation, including telegrams reserving Pullman accommodations:

Provided, That payment of any fee herein mentioned in any State in which payment of such fee is prohibited by law will not be reimbursed. (See Appendix F.)

E. Meredith
Secretary.

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United States Department of Agriculture,
Bureau of Crop Estimates,
Washington, D. C.

May 3, 1920.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith a draft of amendments to sections (h) and (u) of paragraph 83 of the Fiscal Regulations. As it now reads section (h) provides that telegrams reserving hotel or pullman accommodations will not be reimbursable in addition to per diem. The Accounting Officers of the Treasury have held that the cost of telegrams reserving pullman accommodations is to be considered an expense of transportation and is therefore reimbursable in addition to per diem. It is therefore necessary to omit the reference to pullman accommodations in section (h) and to include same in section (u), which has been done in the accompanying draft.

Respectfully,

A. G. Gappone

Acting Chairman,
Advisory Committee on Finance.

(Amendment No. 4 to Fiscal Regulations.)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 279.

DESIGNATION OF PERMANENT STATION OR TEMPORARY HEADQUARTERS; ALLOWANCES IN CONNECTION THEREWITH.

JUNE 24, 1919.

Hereafter each letter authorizing travel will specify both the permanent station and the temporary headquarters, if any, of the employee in whose favor the letter is drawn. Paragraph 5 of the Fiscal Regulations is amended accordingly.

No employee shall be assigned to temporary duty and allowed subsistence expenses under the provisions of paragraph 86 (o) of the Fiscal Regulations if, at the time, it is probable that the assignment will ultimately be made permanent. Whenever assignment to temporary duty and allowance of subsistence expenses in connection with such assignment is followed by designation of such place of temporary duty as the permanent station of an employee, a report of the circumstances shall be immediately made to the Secretary, the report to be accompanied by a certificate of the chief of the bureau involved that at the time the temporary assignment was made it was not and could not have been anticipated that permanent headquarters would be established at the same point.

No employee who has been allowed subsistence expenses in connection with an assignment to temporary duty under the provisions of paragraph 86 (o) of the Fiscal Regulations shall receive any allowance for packing,

crating, freight, or drayage charges for the transfer of his household effects or other personal property used in official work, if such assignment be thereafter made permanent, except upon specific approval, in advance, by the Secretary.

Sections (o), (p), and (q) of paragraph 86 of the Fiscal Regulations are amended accordingly.

G. I. CHRISTIE,
Acting Secretary.

MEMORANDUM NO. 281.

JULY 1, 1919.

Effective July 1, 1919, section (j) of paragraph 86 of the Fiscal Regulations is hereby amended to read as follows:

(j) Except as provided in paragraph 86 (v), special conveyance, such as livery, or the hire of a boat, bicycle, motorcycle, or automobile, may be employed when no public or regular means of transportation are available, or when such public or regular means of transportation can not be used as advantageously in the interest of the Government. Employees using their own vehicles in official work in accordance with the administrative regulations of the department must, in the case of motor-propelled vehicles, unless granted reimbursement for such use at mileage rates (not exceeding 3 cents per mile for a motor cycle and 7 cents per mile for an automobile), support each account covering operating charges by a certificate setting forth the fact that the charge for gasoline and oil was arrived at by actual measurement at both the beginning and end of the official trip. The mileage of each trip should also be plainly stated.

CLARENCE OUSLEY,
Acting Secretary.

MEMORANDUM NO. 282.

JULY 1, 1919.

Effective July 1, 1919, section (r) of paragraph 86 of the Fiscal Regulations is hereby amended to read as follows:

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released at a valuation of \$10 per 100 pounds. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of the household goods of the employee transferred and is exclusively his property, and that all other personal property so transferred is to be used in official work, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. If the weight of the shipment exceeds 5,000 pounds the employee must ship the excess weight on a commercial bill of lading and pay the charges on same from his private funds; except that in cases where a car can be secured at a cost not greater than the less-than-carload rates for 5,000 pounds, a carload shipment may be made on a departmental bill of lading and the excess over 5,000 pounds included, settlement for the excess to be calculated on the proportionate cost of the entire shipment, and draft or money order in favor of the carrier to be transmitted to the department by the employee with the memorandum copy of the bill of lading, to be used by the department in part payment of the transportation charge.

CLARENCE OUSLEY.

Acting Secretary.

MEMORANDUM NO. 285.

JULY 10, 1919.

The fiscal regulations of this department are hereby amended by adding thereto the following regulation:

108. Responsibility for funds due the United States collected by officers, employees, or agents of the department.—Moneys due the United States should be collected or received by only such officers, employees, or agents of the department as have been duly authorized to collect or receive same. All moneys received from whatever source for the use of the United States shall be immediately transmitted by the officer, employee, or agent of the department receiving same to the disbursing clerk of the department or to the proper fiscal agent, to be receipted for by him and promptly paid into the Treasury of the United States. Even in cases where the ultimate disposition of moneys received has not been fully determined, such moneys shall be immediately transmitted to the disbursing clerk or fiscal agent for safe-keeping pending final instructions to him as to their disposition. Remittances should be made in the form of postal or express money orders, certified checks, bank drafts, or cashiers' checks, drawn payable to the order of the "Disbursing Clerk, Department of Agriculture," or the proper fiscal agent, but personal checks may be accepted from parties of known responsibility. Unless the circumstances make it unavoidable, cash should not be accepted. Bureau financial clerks and other officers, employees, or agents of the department who make collections of amounts in refund of overpayments, disallowances, unused portions of scrip books, mileage books, or railroad tickets, or who receive the proceeds from the sale of Government property or funds from any other source authorized by law, will be held personally responsible for any loss of such moneys that may occur while same are in their possession pending transmission to the disbursing clerk or fiscal agent.

CLARENCE OUSLEY,
Acting Secretary.

Sections (k) and (u) of Paragraph 83 of the Fiscal Regulations are hereby amended, effective February 14, 1920, to read:

83. EXPENSES NOT REIMBURSABLE IN ADDITION TO PER DIEM;
EXPENSES REIMBURSABLE.-

(h) Telegrams reserving hotel accommodations.

Other expenses of transportation, including

(u) Telegrams reserving Pullman accommodations:

Section (u) of the same paragraph will, effective the same date, be designated as Section (v).

*Provided, That payment
of any fee herein mentioned
in any State in which payment
of such fee is prohibited by
law will not be reimbursed.
(See Appendix 7.)*

Sections (b) and (u) of Paragraph 33 of the Fiscal Regulations are hereby amended, effective February 14, 1920, to read:

33. EXPENSES NOT REIMBURSABLE IN ADDITION TO PER DIEM;
EXPENSES REIMBURSABLE.--

(h) Telegrams reserving hotel accommodations.

(u) Telegrams reserving Pullman accommodations.

Section (u) of the same paragraph will, effective the same date, be designated as Section (v).

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DEPARTMENT OF AGRICULTURE
WASHINGTON

May 1, 1920.

MEMORANDUM NO. 310

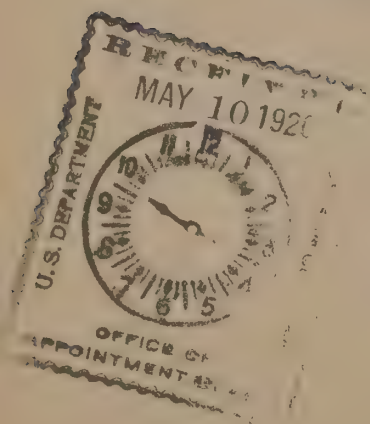
FILE
P. L. GLADMON.

Amendment to the Fiscal Regulations.

Effective May 1, 1920, section (c) of paragraph 86 of the Fiscal Regulations is amended to read as follows:

(c) An employee assigned to temporary duty in one locality may be allowed usual subsistence expenses and street-car fare on official business during the entire period of such employment, not to exceed 60 days unless otherwise specifically authorized by the Secretary in advance; but temporary absence from the designated locality during any part of such period shall serve neither to prolong the same nor to create any additional period. The time limit prescribed in this section will not apply to employees of the department traveling in the field and not assigned to temporary headquarters.

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 8, 1920

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MEMORANDUM NO. 311

Advisory Committee on Finance and Business Methods.

Mr. Roy Headley, Assistant Forester, is hereby appointed a member of the Advisory Committee on Finance and Business Methods. The present membership of the Committee, therefore, is as follows:

Mr. Leon M. Estabrook, Chairman,

Mr. A. Zappone,

Mr. R. M. Reese,

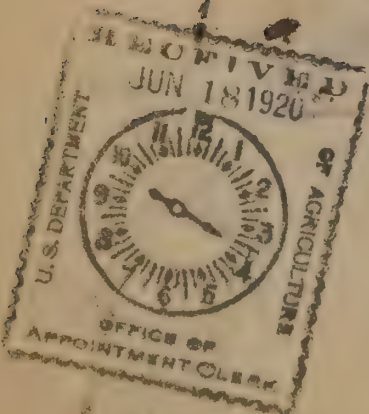
Mr. Alex. McC. Ashley,

Mr. C. H. Harding,

Mr. Roy Headley.

As heretofore, Mr. Harding will attend the meetings of the Committee, upon notification from the chairman or acting chairman, only when matters involving legal questions are under consideration.

E. M. Muddick
Secretary.



OFFICE OF THE SECRETARY OF AGRICULTURE

McG.

June 5, 1920.

It occurs to me in connection with the proposed circular attached that this would be a good time to change the chairmanship of the committee. It is my understanding, from what I have heard from various quarters, that Mr. Zappone is really doing the work and that, therefore, he should be chairman. You probably know more of the inner workings of the committee than I do, but if a change is to be made, this would seem to be an opportunity to put it across.

A. J. J.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

June 4, 1920.

CIRCULAR NO. _____

Appointment of Mr. Roy Headley as a Member of the
Committee on Finance and Business Methods.

Mr. Roy Headley, Assistant Forester, has been appointed as
an additional member of the Committee on Finance and Business Methods
in the Department. As at present constituted, therefore, the Committee
will be composed of the following:

Mr. Leon M. Estabrook, Chairman,

Mr. A. Zappone,

Mr. R. M. Reese,

Mr. Alex. McC. Ashley,

Mr. C. H. Harding,

Mr. Roy Headley.

Assistant to the Secretary.

appt. to clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
P. L. GLADWIN.

June 4, 1920.

MEMORANDUM NO. 312

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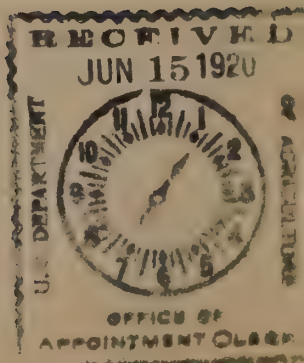
Amendment to the Fiscal Regulations.

Effective May 1, 1920, section (d) of paragraph 84 of the Fiscal Regulations is amended to read as follows:

(d) An employee assigned to temporary duty in one locality may be allowed a per diem in lieu of subsistence during the entire period of such employment, not to exceed 60 days unless otherwise specifically authorized by the Secretary in advance; but temporary absence from the designated locality during any part of such period shall serve neither to prolong the same nor to create any additional period. The time limit prescribed in this section will not apply to employees of the department traveling in the field and not assigned to temporary headquarters.

E. J. Meredith

Secretary.



United States Department of Agriculture,
Bureau of Crop Estimates,
Washington, D. C.

June 4, 1920.

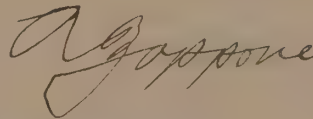
MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Committee on Finance and Business Methods submits herewith amendment to Section D of Paragraph No. 84 of the Fiscal Regulations, increasing the period for which an employee assigned to temporary duty in one locality may be allowed per diem in lieu of subsistence from thirty days to sixty days.

Recently Section O of Paragraph No. 86 was amended to permit the allowance of subsistence to employees assigned to temporary duty in one locality not to exceed sixty days instead of thirty days as previously provided in the regulations. This amendment to Section D is necessary to make it apply to employees allowed per diem as well as to those receiving subsistence in lieu thereof.

Respectfully,



Acting Chairman,
Committee on Finance
and Business Methods.

publications it has issued during the preceding fiscal year giving same in detail, and shall also report the cost of paper used for such publications, cost of printing and the cost of preparation of each publication, and the number of each which has been distributed. (page 25)

ACT TO AUTHORIZE THE ADDITION OF CERTAIN LANDS TO THE CARIBOU NATIONAL FOREST, APPROVED JUNE 5, 1920, PUBLIC NO. 273.

That any lands within the following-described areas, found by the Secretary of Agriculture to be chiefly valuable for the production of timber or the protection of stream flow, may, with the approval of the Secretary of the Interior, be included within and made a part of the Caribou National Forest, Idaho, by proclamation of the President, said lands to be thereafter subject to all laws affecting national forests: Sections twenty-six and twenty-seven, township nine south, range forty-six east, Boise meridian; northwest quarter of section one, all of section two, east half of section twelve, all of sections thirteen, twenty-three, twenty-four, twenty-five, twenty-six, thirty-five, and thirty-six, township ten south, range forty-five east, Boise meridian; all of sections six, seven, eighteen, nineteen, twenty, twenty-one, twenty-two, twenty-three, twenty-six, twenty-seven, twenty-eight, twenty-nine, thirty, thirty-one, thirty-two, thirty-three, thirty-four, and thirty-five, township ten south, range forty-six east, Boise meridian, unsurveyed; all of sections one, two, eleven, twelve, thirteen, fourteen, east half of section twenty-three, all of twenty-four, twenty-five, and thirty-six, township eleven south, range forty-five east, Boise meridian; all of unsurveyed township eleven south, range forty-six east, Boise meridian; all of section thirty-six, township twelve south, range forty-five east, Boise meridian; all of sections two, three, four, five, six, seven, eight, nine, sixteen, seventeen, eighteen, nineteen, twenty, twenty-one, twenty-nine, thirty, thirty-one, thirty-two, of township twelve south, range forty-six east, Boise meridian, partly unsurveyed; all of sections five and six, and north half of section seven, and north half of section eight, township thirteen south, range forty-six east, Boise meridian: Provided, That the inclusion of any of the aforesaid lands in the Caribou National Forest shall not affect adversely any valid application or entry pending at the date of the approval of this Act.

Secretary of Agriculture.

...material to produce

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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the Secretary of Agriculture
File 1000

June 18, 1920.

FILE
P. L. GLADMON.

MEMORANDUM No. 313.

Extracts from appropriation acts for 1921 (other than the Agricultural Appropriation Act), and special acts passed by the 66th Congress (second session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

ACT TO PROHIBIT THE PURCHASE, SALE, OR POSSESSION FOR THE PURPOSE OF SALE OF CERTAIN WILD BIRDS IN THE DISTRICT OF COLUMBIA, APPROVED DECEMBER 18, 1919, PUBLIC No. 101.

That it shall be unlawful, within the District of Columbia, for any person at any time to buy, sell, or expose for sale, or to have in possession for the purpose of selling, any heath hen, sage hen, any kind of quail, bob white, grouse, partridge, ptarmigan, prairie chicken, pheasant, wild turkey, Hungarian partridge, English, ring-necked, Mongolian or Chinese pheasant, or marsh blackbird.

Sec. 2. That nothing herein contained shall prevent the right of any person to take or kill any game birds herein defined when the same shall be so taken or killed by virtue of the authority of a license duly issued by the proper authorities of said District of Columbia for scientific purposes.

That any person who shall violate any of the provisions of this Act shall be fined not more than \$100, or be imprisoned for not more than one month, or both so fined and imprisoned: Provided, That each bird mentioned in this Act so had in possession, bought, sold, exposed for sale, or had in possession for the purpose of sale shall constitute a separate offense.

Sec. 3. That nothing in this Act shall prevent the sale at any time of Hungarian partridges, English, ring-necked, Mongolian or Chinese pheasants, when the same shall have been raised in captivity, or the sale of birds mentioned in this Act alive, for propagating purposes, under such regulations and requirements as shall be prescribed by the Commissioners of the District of Columbia.

Sec. 4. That all Acts or parts of Acts in conflict herewith are hereby repealed.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 18, 1920.

MEMORANDUM No. 313.

Extracts from appropriation acts for 1921 (other than the Agricultural Appropriation Act), and special acts passed by the 66th Congress (second session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

ACT TO PROHIBIT THE PURCHASE, SALE, OR POSSESSION FOR THE PURPOSE OF SALE OF CERTAIN WILD BIRDS IN THE DISTRICT OF COLUMBIA, APPROVED DECEMBER 18, 1919, PUBLIC NO. 101.

That it shall be unlawful, within the District of Columbia, for any person at any time to buy, sell, or expose for sale, or to have in possession for the purpose of selling, any heath hen, sage hen, any kind of quail, bob white, grouse, partridge, ptarmigan, prairie chicken, pheasant, wild turkey, Hungarian partridge, English, ring-necked, Mongolian or Chinese pheasant, or marsh blackbird.

Sec. 2. That nothing herein contained shall prevent the right of any person to take or kill any game birds herein defined when the same shall be so taken or killed by virtue of the authority of a license duly issued by the proper authorities of said District of Columbia for scientific purposes.

That any person who shall violate any of the provisions of this Act shall be fined not more than \$100, or be imprisoned for not more than one month, or both as fined and imprisoned: provided, that each bird mentioned in this Act so found in possession, bought, sold, exposed for sale, or had in possession for the purpose of sale shall constitute a separate offense.

Sec. 3. That nothing in this Act shall prevent the sale at any time of Hungarian partridges, English, ring-necked, Mongolian or Chinese pheasants, when the same shall have been taken in captivity, or the sale of birds mentioned in this Act alive, for propagating purposes, under such regulations and requirements as shall be prescribed by the Commissioners of the District of Columbia.

Sec. 4. That all Acts or parts of Acts in conflict herewith are hereby repealed.

ACT TO ADD CERTAIN LANDS TO THE OCHOCO NATIONAL FOREST, OREGON,
APPROVED FEBRUARY 11, 1920, PUBLIC NO. 135.

That the following described lands be, and the same are hereby, included in and made a part of the Ochoco National Forest, Oregon, subject to all prior valid adverse rights, and that said lands shall hereafter be subject to all laws affecting national forests: Sections twenty-seven and thirty-four, township seventeen south, range twenty-one east, sections three and ten, and the east half of section nine, township eighteen south, range twenty-one east, all of Williamette meridian and base.

ACT TO ADD TO THE OREGON, SIUSLAW, AND CRATER NATIONAL FORESTS IN OREGON CERTAIN LANDS THAT WERE REVESTED IN THE UNITED STATES PURSUANT TO THE DECISION OF THE SUPREME COURT OF THE UNITED STATES IN THE CASE OF THE OREGON AND CALIFORNIA RAILROAD COMPANY AGAINST THE UNITED STATES, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 11, 1920, PUBLIC No. 137.

That such portions of the lands hereinafter described as shall be deemed necessary by the Secretary of the Interior and the Secretary of Agriculture for the conservation and protection of the water supplies of the cities of Oregon City, Dallas, Corvallis, and Ashland, Oregon, and which are within the limits of the grant by the United States to the Oregon and California Railroad Company, that were revested in the United States pursuant to the decision of the Supreme Court of the United States in the case of the Oregon and California Railroad Company against the United States (238 United States Statutes, page 393), and an Act of Congress approved June 9, 1916, be, and the same are hereby, reserved and set aside as parts of the Oregon, Siuslaw, and Crater National Forests, subject to all laws affecting national forests, as follows:

As part of the Oregon National Forest, south and east of the Williamette meridian, Oregon:

Township five south, range four east, section one, all; section eleven, all; section thirteen, all; section fifteen, north half southeast quarter, southwest quarter and north half; section twenty-three, all; section twenty-five, all; township four south, range five east, section nineteen, all; section twenty-seven northeast quarter; section twenty-nine, northwest quarter northwest quarter; south half northwest quarter, and south half northeast quarter; section thirty-one, all; section thirty-five, east half, for the protection of the water supply of Oregon City, Oregon.

As part of the Siuslaw National Forest, south and west of the Williamette meridian, Oregon:

Township seven south, range six west, section twenty-one, northeast quarter southeast quarter, west half southeast quarter and southwest quarter; section twenty-nine, northeast quarter and south one-half; section thirty-three, north half northeast quarter, northwest quarter and southeast quarter, for the protection of the water supply of Dallas, Oregon.

Township twelve south, range seven west section fifteen, south half southwest quarter, northwest quarter southwest quarter, and southwest quarter southeast quarter; section twenty-one, southeast quarter, and north half; section twenty-three, southwest quarter northwest quarter, and west half southwest quarter; section twenty-seven, all; section thirty-five, north half, for the protection of the water supply of Corvallis, Oregon.

As part of the Crater National Forest, south and east of the Willamette meridian in Oregon:

Township thirty-nine south, range one east, section nineteen, east one-half; section twenty-one, east one-half of west one-half, and east one-half, for the protection of the water supply of Ashland, Oregon.

Sec. 2. That when the Secretary of Agriculture finds that merchantable timber may be cut from the above-described lands without detriment to the purity of or depletion of the water supply, said Secretary is hereby authorized to dispose of such merchantable timber on the lands added to said national forests by section 1 hereof in accordance with the regulations of the Secretary of Agriculture for the national forests and the entire proceeds of any sale there shall be deposited in the Treasury of the United States in a special fund designated as "The Oregon and California land-grant fund," referred to in section 10 of the said Act of June 9, 1916, and be disposed of in the manner therein designated: Provided, That in the event any of said lands are eliminated from said forests as not necessary for the purposes for which this reservation is made they shall be disposed of in the manner provided for by said Act of June 9, 1916.

ACT MAKING APPROPRIATIONS FOR THE BUREAU OF INDIAN AFFAIRS AND FOR OTHER PURPOSES, APPROVED FEBRUARY 14, 1920, PUBLIC No. 141.

REIMBURSEMENT TO INDIANS FOR LIVE STOCK DESTROYED.

For reimbursing Indians for live stock which may be hereafter destroyed on account of being infected with dourine or other contagious diseases, and for expenses in connection with the work of eradicating and preventing such diseases, to be expended under such rules and regulations as the Secretary of the Interior may prescribe, \$40,000. (page 8)

DEFICIENCY ACT, APPROVED MARCH 6, 1920, PUBLIC NO. 155.

REGULATION OF THE PROPAGATION AND SALE OF BIOLOGIC PRODUCTS.

To regulate the propagation and sale of viruses, serums, toxins, and analogous products, and for the preparation of curative and diagnostic biologic products, including personal service, \$15,000. (page 6)

PREVENTION OF EPIDEMICS.

To enable the President, in case only of threatened or actual epidemic of cholera, typhus fever, yellow fever, smallpox, bubonic plague,

Chinese plague or black death, trachoma, influenza, or infantile paralysis, to aid State and local boards, or otherwise, in his discretion, in preventing and suppressing the spread of the same, and in such emergency in the execution of any quarantine laws which may be then in force, \$100,000; Provided, That a detailed report of the expenditures hereunder shall annually hereafter be submitted to Congress. (page 6)

PROTECTION OF OREGON AND CALIFORNIA RAILROAD LANDS AND COOS BAY
WAGON ROAD LANDS.

To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands revested in the United States by the Act approved June 9, 1916, and the lands known as the Coos Bay Wagon Road lands involved in the case of Southern Oregon Company against United States (numbered 2711, in the Circuit Court of Appeals of the Ninth Circuit), \$14,110. (page 12)

ADDITIONAL APPROPRIATION FOR BUREAU OF CROP ESTIMATES.

For additional amount required for the fiscal year 1918 to meet the increased cost of envelopes, in accordance with the adjustment made by the Postmaster General under section 4 of the Post Office Appropriation Act, approved July 2, 1918, \$1,382.56. (page 15)

INQUIRY RESPECTING FOOD FISHES BY BUREAU OF FISHERIES.

For inquiry into the causes of the decreases of food fishes in the waters of the United States, and for investigation and experiments in respect to the aquatic animals, plants, and waters, in the interests of fish culture and the fishery industries, including expenses of travel and preparation of reports, \$500. (page 16)

ACT TO AUTHORIZE THE SECRETARY OF WAR TO TRANSFER CERTAIN SURPLUS
MOTOR-PROPELLED VEHICLES AND MOTOR EQUIPMENT AND ROAD-MAKING
MATERIAL TO VARIOUS SERVICES AND DEPARTMENTS OF THE GOVERNMENT,
AND FOR THE USE OF THE STATES, APPROVED MARCH 15, 1920, PUBLIC NO. 159.

That the Secretary of War be, and he is hereby, authorized and directed to transfer such motor-propelled vehicles and motor equipment, including spare parts, pertaining to the Military Establishment as are or may hereafter be found to be surplus and no longer required for military purposes, to (a) the Department of Agriculture, for use in the improvement of highways and roads under the provisions of section 7 of the Act approved February 28, 1919, entitled "An Act making appropriations for the service of the Post Office Department, for the fiscal year 1920, and for other purposes": Provided, however, That no more motor-propelled vehicles, motor

equipment, and other war material, equipment, and supplies, the transfer of which is authorized in this Act, shall be transferred to the Department of Agriculture for the purposes named in section 7 of said Act than said Department of Agriculture shall certify can be efficiently used for such purposes within a reasonable time after such transfer; (b) the Post Office Department for use in the transmission of mails; and (c) the Treasury Department, for the use of the Public Health Service under the provisions of section 3 of the Act approved March 3, 1919, entitled "An Act to authorize the Secretary of the Treasury to provide hospital and sanatorium facilities for discharged sick and disabled soldiers, sailors, and marines."

Sec. 2. That the Secretary of War is hereby authorized and directed to transfer to the Department of Agriculture, under the provisions of section 7 of the Act approved February 28, 1919, entitled "An Act making appropriations for the service of the Post Office Department for the fiscal year 1920, and for other purposes," for use in the improvement of highways and roads, as therein provided, the following war material, equipment, and supplies pertaining to the Military Establishment as are or may hereafter be found to be surplus and not required for military purposes, to wit, road rollers, graders, and oilers; sprinkling wagons; concrete mixers; derricks; pile-driver outfits complete; air and steam drill outfits; centrifugal and diaphragm pumps with power; rock crushers; clamshell and orange-peel buckets; road scarifiers; caterpillar and drag-line excavators; plows; cranes; trailers; rubber and steam hose; asphalt plants; steam shovels; dump wagons; hoisting engines; air-compressor outfits with power; boilers; drag, Fresno, and wheel scrapers; stump pullers; wheelbarrows, screening plants; wagon loaders; blasting machines; hoisting cable; air hose; corrugated-metal culverts; explosives and exploders; engineers' transits, levels, tapes, and similar supplies and equipment; drafting machines; planimeters; fabricated bridge materials; industrial railway equipment; conveyors, gravity and power; donkey engines; corrugated-metal roofing; steel and iron pipe; wagons and similar equipment and supplies such as are used directly for road-building purposes.

Sec. 3. That the Secretary of War is also hereby authorized and directed to transfer to the Department of Agriculture, for the use of the Forest Service, such telephone supplies pertaining to the Military Establishment which have been found to be surplus and no longer required for military purposes and are needed for the present use of the said service.

Sec. 4. That freight charges incurred in the transfer of the property provided for in this Act shall not be defrayed by the War Department, and if the War Department shall load any of said property for shipment the expense of said loading shall be reimbursed the War Department by the department to which the property is transferred by an adjustment of the appropriations of the two departments: Provided, however, That any State receiving any of said property for use in the improvement of public highways shall, as to the property it receives, pay to the Department of Agriculture the amount of 20 per centum of the estimated value of said property, as fixed by the Secretary of Agriculture or under his direction, against which sum the said State may set off all freight charges paid by it on the shipment of said property, not to exceed, however, said 20 per centum.

Sec. 5. That the title to such vehicles and equipment shall be and remain vested in the State for use in the improvement of the public highways, and no such vehicles and equipment in serviceable condition shall be sold or the title to the same transferred to any individual, company, or corporation: Provided, That any State highway department to which is assigned motor-propelled vehicles and other equipment and supplies, transferred herein to the Department of Agriculture, may, in its discretion, arrange for the use of such vehicles and equipment, for the purpose of constructing or maintaining public highways, with any State agency or municipal corporation at a fair rental which shall not be less than the cost of maintenance and repair of said vehicles and equipment.

Sec. 6. That the provisions of the Act of July 16, 1914 (38 Statutes, page 454), prohibiting the expenditure of appropriations by any of the executive departments or other Government establishments for the maintenance, repair, or operation of motor-propelled or horse-drawn passenger-carrying vehicles in the absence of specific statutory authority, shall not apply to vehicles transferred, or hereafter to be transferred, by the Secretary of War to the Department of Agriculture for the use of the Department under the provisions of this Act, or under the provisions of section 7 of the Act of February 28, 1919, referred to in section 1 hereof: Provided, however, That nothing in this Act contained shall be held or construed to modify, amend, or repeal the provisions of the last proviso under the item entitled "Contingencies of the Army," as contained in the Act entitled "An Act making appropriations for the support of the Army for the fiscal year ending June 30, 1920, and for other purposes," approved July 11, 1919, except as to direction for the transfer of those articles enumerated in section 2 hereof.

ACT MAKING APPROPRIATIONS FOR THE POST OFFICE DEPARTMENT, APPROVED
APRIL 24, 1920, PUBLIC NO. 187.

COMMISSION TO INVESTIGATE METHODS AND SYSTEMS OF HANDLING,
DISPATCHING, TRANSPORTING, AND DELIVERING THE MAILS.

Sec. 6. (a). That a commission is hereby created to be composed of the chairman and four members of the Committee on Post Offices and Post Roads of the Senate, appointed by the President of the Senate, the chairman and four members of the Committee on the Post Office and Post Roads of the House of Representatives, appointed by the Speaker of the House, and a postal expert appointed by the Postmaster General. Such commission shall, by majority vote, appoint seven persons who are experienced in business or commercial transactions, or represent business or commercial organizations which make extensive use of the Postal Service, to act as an advisory council and to aid such commission in its work. Vacancies occurring in the commission or in such advisory council shall be filled in the same manner as the original appointments. No member of such advisory council shall receive any compensation for his services. The Commission may employ and fix the compensation of such

engineers, special experts, clerks, and other employees as it may deem necessary: Provided, That each executive department and independent establishment of the Government is hereby directed to furnish to the Commission such engineers, special experts, clerks, and other employees as the commission may require, whenever, in the opinion of the head of such department or independent establishment, the public business thereof will not be materially affected thereby.

(b) The expenses of the commission and of the advisory council, including all necessary traveling expenses incurred by a member of the commission, a member of the advisory council, an engineer, special expert, clerk, or employee, under orders of the commission, in making any investigation or upon official business in other places than the place of his residence, shall be allowed and paid upon the presentation of itemized vouchers therefor, approved by the chairman of the commission, which approval shall be conclusive upon the accounting officers of the Treasury Department.

(c) The commission shall investigate all present and prospective methods and systems of handling, dispatching, transporting, and delivering the mails and the facilities therefor; and especially all methods and systems which relate to the handling, delivery and dispatching of the mails in the large cities of the United States.

On or before March 1, 1921, the commission shall make a report to Congress containing a summary of its findings and such recommendations for legislation as it may believe to be proper.

(d) For the purposes of this section, the commission shall have power to summon and compel the attendance of witnesses and the production of documentary evidence, and to administer oaths.

(e) The executive departments and independent establishments of the Government, when directed by the President, shall furnish the commission, on its request, all records, papers and information in their possession relating to any subject of investigation by the commission.

(f) The sum of \$10,000, or so much thereof as may be necessary, is hereby appropriated, out of any money in the Treasury not otherwise appropriated, to be available immediately and until July 1, 1920; and the unexpended balance on June 30, 1920, of any appropriation for the service of the Post Office Department for the fiscal year ending June 30, 1920, or so much thereof as may be necessary, is hereby appropriated, to be available after June 30, 1920, for the purposes of this section.

(pages 11, 12)

LOAN OF TRACTORS TO STATES BY WAR DEPARTMENT.

Sec. 7. That the Secretary of War be, and he is hereby, authorized and empowered, at his discretion, and under such rules and regulations as he may prescribe, to loan to any State of the Union, when so requested by the highway department of the State, such tractors as are retained and not distributed under the act approved March 15, 1920, for use in highway construction by the highway department of such State: Provided, That all expenses for repairs and upkeep of tractors so loaned and the expenses of loading and freight shall be paid by the State, both in transfer to the State and the return to the Army. (page 12)

DEFICIENCY ACT, APPROVED MAY 8, 1920, PUBLIC No. 195.

ADDITIONAL APPROPRIATION FOR PRINTING AND BINDING.

For printing and binding for the Department of Agriculture, including farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, \$75,000. (page 5)

ACT TO ENLARGE THE BOUNDARIES OF THE OREGON NATIONAL FOREST, APPROVED MAY 20, 1920, PUBLIC No. 211.

That the boundary of the Oregon National Forest, in the State of Oregon, is hereby changed to include the following lands, subject to all the laws and regulations governing the national forests: Township one south, range six east, section six; that part of township one north, range six east, lying South of the Columbia River not now included in said forest; township two north, range six east, all of sections 34, 35, and 36 south of the Columbia River: Provided, That this action shall, as to all lands which are at this date legally appropriated under the public-land laws or reserved for any public purpose, be subject to and shall not interfere with or defeat legal rights under such appropriation, nor prevent the use for such public purpose of lands so reserved so long as such appropriation is legally maintained or such reservation remains in force.

Sec. 2. That the Secretary of the Interior be, and he hereby is, authorized and empowered, in his discretion, upon the recommendation of the Secretary of Agriculture, to exchange, upon the basis of equal value, nonmineral lands or timber belonging to the United States in the Oregon National Forest for privately owned lands lying within the exterior limits of the Oregon National Forest, and that upon the consummation of such exchanges the lands deeded to the United States shall become parts of the Oregon National Forest, and the Secretary of the Interior shall issue patents to the selected lands.

ACT MAKING APPROPRIATIONS FOR FORTIFICATIONS AND OTHER WORKS OF DEFENSE, AND FOR OTHER PURPOSES, APPROVED MAY 21, 1920, PUBLIC No. 214.

ADVANCE OF FUNDS TO OTHER DEPARTMENTS.

Sec. 7. That whenever any Government bureau or department procures, by purchase or manufacture, stores or materials of any kind, or performs any service for another bureau or department, the funds of the bureau or department for which the stores or materials are to be procured or the service performed may be placed subject to the requisitions of the bureau or department making the procurement or performing the service for direct expenditure: Provided, That funds so placed with the procuring bureau shall remain available for a period of two years for the purposes for which the allocation was made unless sooner expended. (page 7)

JOINT RESOLUTION AUTHORIZING THE SECRETARY OF WAR TO TURN OVER TO
AGRICULTURAL FERTILIZER DISTRIBUTORS OR USERS A SUPPLY OF NITRATE
OF SODA, APPROVED APRIL 23, 1920, PUBLIC RESOLUTION No. 39.

That in order to meet the existing emergency in the shortage of fertilizers the Secretary of War is hereby authorized to sell for cash at the prevailing market price, at the time of the sale thereof, to such distributors or users thereof, in the United States, as shall request the same, and in such quantity to each, not less than one ton nor more than one hundred tons to any purchaser, as he shall see fit, not to exceed in the aggregate 100,000 tons of nitrate of soda, now held as a reserve supply of the War Department, the proceeds of such sale to be repaid to the proper item of the current appropriations originally made for such purposes: Provided, That the Secretary of War shall report to Congress not later than December 6, 1920, the names of all purchasers of said nitrate of soda, together with the prices for which sold.

ACT FOR THE RETIREMENT OF EMPLOYEES IN THE CLASSIFIED CIVIL SERVICE,
APPROVED MAY 22, 1920, PUBLIC No. 215.

This act provides for the retirement of all employees in the classified civil service of the United States. The age at which an employee may be retired is fixed at seventy years, except in the case of mechanics, city and rural letter carriers, and post-office clerks who are eligible for retirement at the age of sixty-five, and railway postal clerks at the age of sixty-two. The maximum annuity under the act is \$720, and the minimum \$180 per annum, as follows:

1. Employees serving for a total period of thirty years or more, 60 per cent of the average annual basic salary for the ten years next preceding the date of retirement, but in no case shall the annuity exceed \$720 or be less than \$360 per annum.
2. Employees serving for a total period of twenty-seven years or more, but less than thirty, 54 per cent of the average basic salary for the ten years next preceding the date of retirement, but in no case shall the annuity exceed \$648 or be less than \$324 per annum.
3. Employees serving for a total period of twenty-four years or more, but less than twenty-seven years, 48 per cent of the average basic salary for the ten years next preceding the date of retirement, but in no case shall the annuity exceed \$576 or be less than \$288 per annum.
4. Employees serving for a total period of twenty-one years or more, but less than twenty-four, 42 per cent of the average basic salary for the ten years next preceding the date of retirement, but in no case shall the annuity exceed \$504 or be less than \$252 per annum.
5. Employees serving for a total period of eighteen years or more, but less than twenty-one, 36 per cent of the average basic salary for the ten years next preceding the date of retirement, but in no case shall the annuity exceed \$432 or be less than \$216 per annum.
6. Employees serving for a total period of fifteen years or more, but less than eighteen, 30 per cent of the average basic salary for the ten years next preceding the date of retirement, but in no case shall the annuity exceed \$360 or be less than \$180 per annum.

The Act provides that the term "basic salary" shall mean the base salary of positions fixed by law or regulation, and shall exclude all bonuses, allowances, overtime pay, or salary, pay or compensation given in addition to the base pay, and that the period of service shall be computed from the date of original appointment and shall include periods of service at different intervals, services in one or more departments, service performed under authority of the United States beyond seas, and honorable service in the Army, Navy, Marine Corps, or Coast Guard, except that in the case of employees who elect to receive a pension or compensation under the War Risk Insurance Act, the period of military service upon which such pension or compensation is based shall not be included in the period of service.

Employees who have served for a total period of not less than fifteen years, and who, before reaching the retirement ages above prescribed, become totally disabled for service by reason of disease or injury not due to vicious habits, intemperance, or wilful misconduct shall be entitled to retirement and receive annuities at the rates set forth above for the period of their respective services.

The Act also provides that a sum equal to 2-1/2 per cent of the basic salary of each employee to whom it applies shall be deducted and withheld, but the total amount of such deductions with accrued interest at the rate of 4 per cent per annum, compounded on the 30th of June of each year shall, upon application, be returned to any employee who may separate absolutely from the service before becoming eligible for retirement. In case an annuitant shall die before receiving in annuities an amount equal to the amount deducted from his salary, with interest at 4 per cent per annum compounded, the excess of said accumulated deductions over the total annuity payments shall be paid in one sum to the legal representatives of the deceased annuitant, and, in case of death of an employee before reaching the retirement age, the total amount of deductions with accrued interest shall be paid to the legal representatives of such employee.

LEGISLATIVE, EXECUTIVE, AND JUDICIAL APPROPRIATION ACT, APPROVED
MAY 29, 1920, PUBLIC NO. 231.

DETAIL OF EMPLOYEES TO OFFICE OF THE PRESIDENT.

* * * Provided, That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary. (page 12)

PROHIBITING DETAILS TO CIVIL SERVICE COMMISSION.

No detail of clerks or other employees from the executive departments or other Government establishments in the District of Columbia, to the Civil Service Commission or its field force, excepting the fourth district, for the performance of duty in the District of Columbia, shall be made for or during the fiscal year 1921. The Civil Service Commission shall, however, have power in case of emergency to transfer or detail any of its

employees herein provided for to or from its office force, field force, or rural carrier examining board. (page 12)

TRANSFER OF OFFICE MATERIAL, SUPPLIES, AND EQUIPMENT
IN THE DISTRICT OF COLUMBIA.

For salaries of employees, office equipment, fuel, lights, electric current, telephone service, maintenance of motor trucks, and other necessary expenses for carrying into effect the Executive Order of December 3, 1918, regulating the transfer of office materials, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities, \$100,000: *** Provided further, That the said Executive order shall continue in effect until June 30, 1921, without modification, except that proceeds from the transfer of appropriations thereunder shall be covered into the Treasury as miscellaneous receipts: Provided further, That the heads of the executive departments and independent establishments and the Commissioners of the District of Columbia shall cooperate with the Secretary of the Treasury in connection with the storage and delivery of material, supplies, and equipment transferred under the foregoing order: * * * Provided further, That typewriters and computing machines transferred to the General Supply Committee as surplus may, in the discretion of the Secretary of the Treasury, be issued to other Government departments and establishments at the exchange prices quoted in the current general schedule of supplies where such machines have become unfit for further use. (page 16)

AUTHORITY TO COUNTERSIGN WARRANTS.

The Comptroller of the Treasury is authorized to designate such person or persons in his office as may be required from time to time to countersign in his name such classes of warrants as he may direct. (page 19)

ABOLITION OF SUBTREASURIES.

Section 3595 of the Revised Statutes of the United States, as amended, providing for the appointment of an Assistant Treasurer of the United States at Boston, New York, Philadelphia, Baltimore, New Orleans, Saint Louis, San Francisco, Cincinnati, and Chicago, and all laws or parts of laws so far as they authorize the establishment or maintenance of offices of such Assistant Treasurers or of Subtreasuries of the United States are hereby repealed from and after July 1, 1921: and the Secretary of the Treasury is authorized and directed to discontinue from and after such date or at such earlier date or dates as he may deem advisable, such subtreasuries and the exercise of all duties and functions by such assistant treasurers or their offices. The office of each assistant treasurer specified above and the services of any officers or other employees assigned to duty at his office shall terminate upon the discontinuance of the functions of that office by the Secretary of the Treasury.

The Secretary of the Treasury is hereby authorized, in his discretion, to transfer any or all of the duties and functions performed or authorized to be performed by the assistant treasurers above enumerated, or their offices, to the Treasurer of the United States or the mints or assay offices of the United States, under such rules and regulations as he may prescribe, or to utilize any of the Federal reserve banks acting as depositaries or fiscal agents of the United States, for the purpose of performing any or all of such duties and functions, notwithstanding the limitations of section 15 of the Federal reserve Act, as amended, or any other provisions of law: Provided, That if any moneys or bullion, constituting part of the trust funds or other special funds heretofore required by law to be kept in Treasury offices, shall be deposited with any Federal reserve bank, then such moneys or bullion shall by such bank be kept separate and distinct from the assets, funds, and securities of the Federal reserve bank and be held in the joint custody of the Federal reserve agent and the Federal reserve bank: Provided further, That nothing in this section shall be construed to deny the right of the Secretary of the Treasury to use member banks as depositaries as heretofore authorized by law.

The Secretary of the Treasury is hereby authorized to assign any or all the rooms, vaults, equipment, and safes or space in the buildings used by the subtreasuries to any Federal reserve bank acting as fiscal agent of the United States.

All employees in the subtreasuries in the classified civil service of the United States, who may so desire, shall be eligible for transfer to classified civil service positions under the control of the Treasury Department, or if their services are not required in such department they may be transferred to fill vacancies in any other executive department with the consent of such department. To the extent that such employees possess required qualifications, they shall be given preference over new appointments in the classified civil service under the control of the Treasury Department in the cities in which they are now employed.
(pages 27, 28)

TESTING SUPPLIES AND MATERIALS FOR GOVERNMENT.

For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, \$30,000. (page 58)

DEVELOPMENT OF COLOR STANDARDS.

To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, \$10,000. (page 58)

DEVELOPMENT OF STANDARDS OF TEXTILES, PAPER, LEATHER, AND RUBBER.

To investigate textiles, paper, leather, and rubber in order to develop standards of quality and methods of measurement, including personal services in the District of Columbia and in the field, \$15,000. (page 58)

STANDARDIZATION AND DESIGN OF SUGAR-TESTING APPARATUS AND DEVELOPMENT OF TECHNICAL SPECIFICATIONS FOR VARIOUS GRADES OF SUGARS.

For the standarization and design of sugar-testing apparatus; the development of technical specifications for the various grades of sugars with particular reference to urgent problems made pressing by war conditions, especially involving the standardization and manufacture of sugars; for the study of the technical problems incidental to the collection of the revenue on sugar and to determine the fundamental scientific constants of sugars and other substances, for the standardization and production of rare and unusual types of sugars required for the medical service of the Government departments, and for other technical and scientific purposes, including personal service in the District of Columbia and in the field, \$30,000. (pages 58, 59)

TRANSFER OF FUNDS TO BUREAU OF STANDARDS.

During the fiscal year 1921, the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Standards on scientific investigations within the scope of the functions of that Bureau and which it is unable to perform within the limits of its appropriations, may, with the approval of the Secretary of Commerce, transfer to the Bureau of Standards such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder and such amounts shall be placed to the credit of the Bureau of Standards for the performance of work for the department or establishment from which the transfer is made. (pages 59,60)

RESTRICTIONS ON THE PURCHASE, SALE, OR EXCHANGE OF TYPEWRITING MACHINES.

Sec. 4. That no part of any money appropriated by this or any other Act shall be used during the fiscal year 1921 for the purchase of any typewriting machine at a price in excess of the lowest price paid by the Government of the United States for the same make and substantially the same model of machine during the fiscal year 1919; such price shall include the value of any typewriting machine or machines given in exchange, but shall not apply to special prices granted on typewriting machines used in schools of the District of Columbia or of the Indian Service, the lowest of which special prices paid for typewriting machines shall not be exceeded in future purchases for such schools: Provided,

That in construing this section the Commissioner of Patents shall advise the Comptroller of the Treasury as to whether the changes in any typewriter are of such structural character as to constitute a new machine not within the limitations of this section.

All purchases of typewriting machines during the fiscal year 1921 by the various branches of the Government of the United States for use in the District of Columbia or in the field, except as hereinafter provided, shall be made from the surplus machines in the stock of the General Supply Committee. The War Department shall furnish the General Supply Committee, immediately upon the approval of this Act, a complete inventory of the various makes, models, and classes of typewriters in its possession, the condition of such machines, and the point of storage, and shall turn over to the General Supply Committee such typewriting machines in such quantities as the Secretary of the Treasury from time to time may call for by specific requisition for sale to the various services of the Government. If the General Supply Committee is unable to furnish serviceable machines to any branch of the Government, it shall furnish un-serviceable machines at current exchange prices and such machines shall then be applied by the branch of the Government receiving them as part payment for new machines from commercial sources in accordance with the prices fixed in the preceding paragraph. After the approval of this Act and until June 30, 1921, the War Department shall not dispose of any typewriting machines except to the General Supply Committee as authorized herein: Provided, That hereafter no typewriter that has been used less than three years shall be sold, exchanged, or given as part payment for another typewriter. (page 65)

INCREASE OF COMPENSATION.

This provision authorizes the payment of increased compensation to certain employees of the executive departments and other Government establishments during the fiscal year 1921 at the rate of \$240 per annum if the salary is not less than \$400 per annum nor more than \$2,500 per annum, and at the rate of 60 per cent per annum if the rate of salary is less than \$400. Certain classes of employees are not entitled to the increase of compensation while others may receive it only upon the certification of the heads of their respective departments. While the language of the provision for the fiscal year 1921 differs somewhat from the language of the provision for the fiscal year 1920, the changes do not in any way effect employees of this department. Therefore, Memorandum No. 274 of April 25, 1919, as amended, will be applicable to this department during the ensuing fiscal year. (pages 65 to 67)

STATEMENT OF BUILDINGS RENTED - ADDITIONAL INFORMATION REQUIRED THEREON.

Sec. 7. That hereafter the statement of buildings rented within the District of Columbia for the use of the Government, required by the Act of July 16, 1892, shall indicate, in addition to the data required by section 3 of the Act of May 1, 1913, the cost of the care, maintenance, and operation of each building per square foot of floor space of the building or portion of building rented. (page 67)

DIPLOMATIC AND CONSULAR ACT, APPROVED JUNE 4, 1920, PUBLIC NO. 238.

INTERNATIONAL INSTITUTE OF AGRICULTURE.

For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year 1921, \$8,000;

For salary of one member of the permanent committee of the International Institute of Agriculture for the calendar year 1921, \$3,600;

For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, \$5,000;

Total, \$16,600. (page 7)

INTERNATIONAL SEISMOLOGICAL ASSOCIATION.

For defraying the necessary expenses in fulfilling the obligations of the United States as a member of the International Seismological Association, including the annual contribution to the expenses of the association, \$800. (page 9)

FEES FOR PASSPORTS AND VISES.

Section 1. From and after the 1st day of July, 1920, there shall be collected and paid into the Treasury of the United States quarterly a fee of \$1 for executing each application for a passport and \$9 for each passport issued to a citizen or person owing allegiance to or entitled to the protection of the United States: Provided, That nothing herein contained shall be construed to limit the right of the Secretary of State by regulation to authorize the retention by State officials of the fee of \$1 for executing an application for a passport: And provided further, That no fee shall be collected for passports issued to officers or employees of the United States proceeding abroad in the discharge of their official duties, or to members of their immediate families, or to seamen, or to widows, children, parents, brothers, and sisters of American soldiers, sailors, or marines, buried abroad whose journey is undertaken for the purpose and with the intent of visiting the graves of such soldiers, sailors, or marines, which facts shall be made a part of the application for the passport. (page 13)

ACT AUTHORIZING THE SECRETARY OF THE INTERIOR TO ISSUE A PATENT TO JOHN ZIMMERMAN FOR CERTAIN LANDS IN THE COLORADO NATIONAL FOREST UPON THE SURRENDER OF OTHER LANDS OF AN EQUAL ACREAGE ALSO LOCATED IN THE COLORADO NATIONAL FOREST, COLORADO, APPROVED JUNE 4, 1920, PUBLIC No. 240.

That the Secretary of the Interior is hereby authorized to issue a patent to John Zimmerman for the following-described lands: The north half of the southwest quarter of the southeast quarter of section thirty-two;

the south half of the southeast quarter of the southeast quarter of section thirty-three, township nine north, range seventy-four west of the sixth principal meridian; and the north half of the north half of the northeast quarter of the northwest quarter of section four, township eight north, range seventy-four west of the sixth principal meridian, upon the transfer by the said John Zimmerman to the United States of the following described lands: The northeast quarter of the northeast quarter, and the north half of the north half of the southeast quarter of the northeast quarter, of section thirty-one, township nine north, range seventy-four west of the sixth principal meridian: Provided, That upon the reconveyance of the surrendered lands they will become part of the Colorado National Forest, Colorado.

DISTRICT OF COLUMBIA APPROPRIATION ACT, APPROVED JUNE 5, 1920, PUBLIC NO. 245.

SALE OF MATERIAL, ETC., TO GOVERNMENT OF THE DISTRICT OF COLUMBIA.

Sec. 6. That the commissioners and other responsible officials, in expending appropriations contained in this Act, so far as possible shall purchase material, supplies, including food supplies and equipment, when needed and funds are available, from the various services of the Government of the United States possessing material, supplies, and equipment no longer required because of the cessation of war activities. It shall be the duty of the commissioners and other officials, before purchasing any of the articles described herein, to ascertain from the Government of the United States whether it has articles of the character described that are serviceable. And articles purchased from the Government, if the same have not been used, shall be paid for at a reasonable price, not to exceed actual cost, and if the same have been used, at a reasonable price based upon length of usage. The various services of the Government of the United States are authorized to sell such articles to the municipal government under the conditions specified and the proceeds of such sales shall be covered into the Treasury as a miscellaneous receipt: Provided, That this section shall not be construed to amend, alter, or repeal the Executive order of December 3, 1918, concerning the transfer of office material, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities.
(page 41)

INCREASE OF COMPENSATION TO MEMBERS OF THE POLICE AND FIRE DEPARTMENTS.

Sec. 8. Officers and members of the Metropolitan police and fire department of the District of Columbia and the United States Park Police shall be allowed increased compensation for the fiscal year 1921 in accordance with the provisions of section 6 of the Legislative, Executive and Judicial Appropriation Act for the fiscal year 1921 at one-half the rate allowed the other employees of the District of Columbia in said section.
(page 41)

SUNDRY CIVIL APPROPRIATION ACT, APPROVED JUNE 5, 1920, PUBLIC NO. 246

USE OF FURNITURE IN PUBLIC AND OTHER BUILDINGS.

* * * Provided further, That all furniture now owned by the United States in other public buildings or in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not. (page 6)

INVESTIGATION OF DISEASES OF MAN.

For investigations of diseases of man and conditions influencing the propagation and spread thereof, including sanitation and sewage, and the pollution of navigable streams and lakes of the United States, including personal service, \$300,000. (page 13)

INTERSTATE QUARANTINE SERVICE.

For cooperation with State and municipal health authorities in the prevention of the spread of contagious and infectious diseases in interstate traffic, \$25,000. (page 13)

RURAL SANITATION.

For special studies of, and demonstration work in, rural sanitation, including personal services, and including not to exceed \$5,000 for the purchase, maintenance, repair, and operation of motor-propelled passenger-carrying vehicles, \$50,000: Provided, That no part of this appropriation shall be available for demonstration work in rural sanitation in any community unless the State, county, or municipality in which the community is located agrees to pay one-half the expense of such demonstration work. (page 13)

PROPAGATION AND SALE OF BIOLOGICAL PRODUCTS.

To regulate the propagation and sale of viruses, serums, toxins, and analogous products, and for the preparation of curative and diagnostic biologic products, including personal service, \$50,000. (page 13)

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and purchase of necessary books and periodicals, \$50,000. (page 20)

INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

For the cooperation of the United States in the work of the International Catalogue of Scientific Literature, including the preparation of a classified index catalogue of American scientific publications for incorporation in the International Catalogue, clerk hire, purchase of necessary books and periodicals, and other necessary incidental expenses, \$7,500. (page 20)

PROTECTION OF OREGON AND CALIFORNIA RAILROAD LANDS AND COOS
BAY WAGON ROAD LANDS.

To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands revested in the United States by the Act approved June 9, 1916, and the lands known as the Coos Bay Wagon Road lands involved in the case of Southern Oregon Company against United States (numbered 2711, in the Circuit Court of Appeals of the Ninth Circuit), \$25,000. (page 39)

RESTORATION OF LANDS IN FOREST RESERVES.

To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, \$7,500. (page 39)

RESEARCHES TO DETERMINE GEOLOGICAL CONDITIONS FAVORABLE TO
PRESENCE OF DEPOSITS OF POTASH SALTS.

For chemical and physical researches relating to the geology of the United States, including researches with a view of determining geological conditions favorable to the presence of deposits of potash salts, \$40,000. (page 41)

DETERMINING WATER SUPPLY OF THE UNITED STATES AND METHODS
OF UTILIZING WATER RESOURCES.

For gauging streams and determining the water supply of the United States, the investigation of underground currents and artesian wells, and the preparation of reports upon the best methods of utilizing the water resources, \$180,000, of which \$25,000 may be used to test the existence of artesian and other underground water supplies suitable for irrigation in the arid and semiarid regions by boring wells. (page 41)

GOVERNMENT FUEL YARDS.

For the purchase and transportation of fuel; storing and handling of fuel, in yards; maintenance and operation of yards and equipment, including motor-propelled passenger-carrying vehicles for inspectors, purchase of equipment, rentals, and all other expenses requisite for and incident thereto, including personal services in the District of Columbia, the unexpended balance of the appropriation made for these purposes for the fiscal year 1920 is reappropriated and made available for such purposes for the fiscal year 1921, and of such sum not exceeding \$500 shall be available to settle claims for damages caused to private property by motor vehicles used in delivering fuel; Provided, That all moneys received from the sales of fuel during the fiscal year 1921 shall be credited to this appropriation and be available for the purposes of this paragraph. (page 44)

HAULING OF MATERIAL FOR GOVERNMENT BY INTERIOR DEPARTMENT.

Hereafter the Secretary of the Interior may have sand, gravel, stone, and other material hauled for the municipal government of the District of Columbia and for branches of the Federal service in the District of Columbia, whenever it may be practicable and economical to have such work performed by using trucks of the Government fuel yards not needed at the time for the hauling of fuel. Payment for such work shall be made on the basis of the actual cost to the Government fuel yards. (page 44)

DELIVERY OF FUEL DURING APRIL, MAY, AND JUNE - PAYMENT FOR.

Hereafter the Secretary of the Interior is authorized to deliver during the months of April, May, and June of each year, to all branches of the Federal service and the municipal government of the District of Columbia, such quantities of fuel for their use during the following fiscal year as it may be practicable to store at the points of consumption, payment therefor to be made by these branches of the Federal service and municipal government from their applicable appropriations for such fiscal year. (page 44)

TRANSFER OF FUNDS TO BUREAU OF MINES.

During the fiscal year 1921, the head of any department or independent establishment of the Government having funds available for scientific investigations and requiring cooperative work by the Bureau of Mines on scientific investigations within the scope of the functions of that Bureau and which it is unable to perform within the limits of its appropriations, may, with the approval of the Secretary of the Interior, transfer to the Bureau of Mines such sums as may be necessary to carry on such investigations. The Secretary of the Treasury shall transfer on the books of the Treasury Department any sums which may be authorized hereunder and such amounts shall be placed to the credit of the Bureau of Mines for the performance of work for the department or establishment from which the transfer is made. (pages 44, 45)

PROTECTION OF GAME IN ALASKA.

For carrying out the Act approved May 11, 1908, entitled "An Act for the protection of game in Alaska, and for other purposes," including salaries, traveling expenses of game wardens, and all other necessary expenses, \$25,000, to be expended under the direction of the Governor of Alaska. (page 49)

DEVELOPING AQUATIC SOURCES OF LEATHER.

For developing by the Bureau of Fisheries in cooperation with the Bureau of Standards new aquatic sources of supply of leather, including personal services in the District of Columbia and in the field, the unexpended balance of the appropriation for the fiscal year 1920 is re-appropriated and made available for the fiscal year 1921. (page 67)

INQUIRY RESPECTING FOOD FISHES.

For inquiry into the causes of the decrease of food fishes in the waters of the United States, and for investigation and experiments in respect to the aquatic animals, plants, and waters, in the interests of fish culture and the fishery industries, including expenses of travel and preparation of reports, \$45,000. (page 68)

INVESTIGATION BY BUREAU OF STANDARDS OF STANDARD, QUALITY, AND PRODUCTION AND DISTRIBUTION COST OF GAS.

The Bureau of Standards is authorized and directed to make an investigation as to the standard, quality, and cost of production and distribution of gas furnished the Government and private consumers in the District of Columbia and report the result of such investigation to Congress on or before the first Monday in December, 1920. (page 69)

PRINTING AND BINDING FOR THE DEPARTMENT OF AGRICULTURE.

For the Department of Agriculture, including not to exceed \$47,000 for the Weather Bureau, and including the Annual Report of the Secretary of Agriculture, as required by the Act approved January 12, 1895, and in pursuance of the joint resolution numbered 13, approved March 30, 1906, and also including not to exceed \$250,000 for farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, \$725,000. (page 77)

ALLOTMENT OF PRINTING AND BINDING FUND.

Not more than an allotment of one-half of the sum hereby appropriated for the public printing and for the public binding shall be expended in the first two quarters of the fiscal year, and no more than one-fourth thereof may be expended in either of the last two quarters of the fiscal year, except that, in addition thereto, in either of said last quarters the unexpended balances of allotments for preceding quarters may be expended; and no department or Government establishment shall consume in any such period a greater percentage of its allotment than can be lawfully expended during the same period of the whole appropriation. (pages 77, 78)

EXPENDITURES FOR PRINTING AND BINDING.

Money appropriated under the foregoing allotments shall not be expended for printing or binding for any of the executive departments or other Government establishments, except such as shall be certified in writing to the Public Printer by the respective heads or chiefs thereof to be necessary to conduct the ordinary and routine business

required by law of such executive departments or Government establishments, and except such reports, monographs, bulletins, or other publications as are authorized by law or specifically provided for in appropriations herein; all other printing required or deemed necessary or desirable by heads of executive departments or other Government establishments or offices or bureaus thereof shall be done only as Congress shall from time to time authorize. (page 78)

PROHIBITING DETAIL OF EMPLOYEES OF THE GOVERNMENT PRINTING
OFFICE TO OTHER EXECUTIVE BRANCHES OF THE
PUBLIC SERVICE.

No part of any money appropriated in this Act shall be paid to any person employed in the Government Printing Office while detailed for or performing service in any other executive branch of the public service of the United States unless such detail be authorized by law. (page 78)

INFORMATION REGARDING GOVERNMENT-OWNED BUILDINGS IN THE DISTRICT
OF COLUMBIA TO BE INCLUDED IN BOOK OF ESTIMATES.

Sec. 3. That hereafter it shall be the duty of the head of each department and independent establishment of the Government to submit to Congress annually in the Book of Estimates, a statement giving for each of the Government-owned buildings in the District of Columbia under their respective jurisdiction the following information for the preceding fiscal year: The location and valuation of each building, the purpose or purposes for which used, and the cost of care, maintenance, upkeep, and operation thereof per square foot of floor space. (page 81)

AUTHORIZING ISSUANCE UNTIL JUNE 30, 1921, OF JOURNALS, MAGAZINES,
PERIODICALS, AND SIMILAR PUBLICATIONS.

Sec. 4. Any journal, magazine, periodical, or similar publication which is now being issued by a department or establishment of the Government may, in the discretion of the head thereof, be continued, within the limitation of available appropriations or other Government funds, until June 30, 1921, when, if it shall not have been specifically authorized by Congress before that date, such journal, magazine, periodical, or similar publication shall be discontinued. (page 81)

PROHIBITING SALE OR EXCHANGE OF TYPEWRITING MACHINES.

Sec. 7. Hereafter no department or other Government establishment shall dispose of any typewriting machine by sale, exchange, or as part payment for another typewriter, that has been used less than three years. (page 82)

ACT FOR THE CONSOLIDATION OF FOREST LANDS IN THE SIERRA NATIONAL FOREST,
CALIFORNIA, AND FOR OTHER PURPOSES, APPROVED JUNE 5, 1920, PUBLIC NO. 253.

That the Secretary of the Interior be, and hereby is, authorized in his discretion to accept on behalf of the United States title to any lands within the Sierra National Forest, California, if in the opinion of the Secretary of Agriculture the public interests will be benefited thereby and the lands are chiefly valuable for national forest purposes, and in exchange therefor may give not to exceed an equal value of such national forest land or timber within the national forests of California as may be determined by the Secretary of Agriculture, and in determining the relative values of the lands or timber to be exchanged, consideration shall be given to any reservations which either party may make of timber, minerals, or easements.

Timber given in such exchanges shall be cut and removed under the laws and regulations relating to the national forests, and under the direction and supervision and in accordance with the requirements of the Secretary of Agriculture. Lands conveyed to the United States under this Act shall, upon acceptance of title, become a part of the Sierra National Forest.

DEFICIENCY ACT, APPROVED JUNE 5, 1920, PUBLIC NO. 264.

AUTHORIZING PAYMENTS TO HON. J. W. HARRELD.

The Secretary of Agriculture is authorized to pay to J. W. Harreld from the appropriations "General expenses, Bureau of Animal Industry," and "Enforcement of the United States Grain Standards Act," fiscal year 1920, the respective sums of \$49.15 and \$62.27; in all, \$111.42, representing the one-half interest of said J. W. Harreld in rent remaining unpaid by the Department of Agriculture for the use and occupancy of rooms in the Patterson Building, Oklahoma City, Oklahoma, from November 8 to December 15, 1919, the provisions of section 114 of the Penal Code notwithstanding. (page 21)

DEFICIENCY APPROPRIATION FOR BUREAU OF BIOLOGICAL SURVEY.

General expenses, Bureau of Biological Survey, including the same objects specified under this head in the Agricultural Appropriation Act for the fiscal year 1920, \$36,271.50. (page 21)

ADDITIONAL APPROPRIATION FOR STATES RELATIONS SERVICE.

For necessary expenses to repair damage by typhoon to buildings, fences, and so forth, of the Agricultural Experiment Station on the Island of Guam, \$5,000, to be available for the fiscal year 1921. (page 22)

REQUIRING REPORT TO CONGRESS REGARDING PUBLICATIONS.

Hereafter the head of each department and independent establishment of the Government shall on the first day of each regular session submit in writing a report to the Congress giving the aggregate number of the various

publications it has issued during the preceding fiscal year giving same in detail, and shall also report the cost of paper used for such publications, cost of printing and the cost of preparation of each publication, and the number of each which has been distributed. (page 25)

ACT TO AUTHORIZE THE ADDITION OF CERTAIN LANDS TO THE CARIBOU NATIONAL FOREST, APPROVED JUNE 5, 1920, PUBLIC NO. 273.

That any lands within the following-described areas, found by the Secretary of Agriculture to be chiefly valuable for the production of timber or the protection of stream flow, may, with the approval of the Secretary of the Interior, be included within and made a part of the Caribou National Forest, Idaho, by proclamation of the President, said lands to be thereafter subject to all laws affecting national forests: Section twenty-six and twenty-seven, township nine south, range forty-six east, Boise meridian; northwest quarter of section one, all of section two, east half of section twelve, all of sections thirteen, twenty-three, twenty-four, twenty-five, twenty-six, thirty-five, and thirty-six, township ten south, range forty-five east, Boise meridian; all of sections six, seven, eighteen, nineteen, twenty, twenty-one, twenty-two, twenty-three, twenty-six, twenty-seven, twenty-eight, twenty-nine, thirty, thirty-one, thirty-two, thirty-three, thirty-four, and thirty-five, township ten south, range forty-six east, Boise meridian, unsurveyed; all of sections one, two, eleven, twelve, thirteen, fourteen, east half of section twenty-three, all of twenty-four, twenty-five, and thirty-six, township eleven south, range forty-five east, Boise meridian; all of unsurveyed township eleven south, range forty-six east, Boise meridian; all of section thirty-six, township twelve south, range forty-five east, Boise meridian; all of sections two, three, four, five, six, seven, eight, nine, sixteen, seventeen, eighteen, nineteen, twenty, twenty-one, twenty-nine, thirty, thirty-one, thirty-two, of township twelve south, range forty-six east, Boise meridian, partly unsurveyed; all of sections five and six, and north half of section seven, and north half of section eight, township thirteen south, range forty-six east, Boise meridian: Provided, That the inclusion of any of the aforesaid lands in the Caribou National Forest shall not affect adversely any valid application or entry pending at the date of the approval of this Act.

FEDERAL WATER POWER ACT, APPROVED JUNE 10, 1920, PUBLIC NO. 280.

This Act creates a Federal Power Commission composed of the Secretaries of War, Interior, and Agriculture, and authorizes and empowers such Commission to perform certain duties in connection with the improvement of navigation, the development of water power, and the use, of public lands in relation thereto.



Acting Secretary of Agriculture.

June 15, 1920.

MEMORANDUM NO. 314

Amendments to the Fiscal Regulations.

Effective June 15, 1920, sections (p), (q), and (r) of paragraph 86 of the Fiscal Regulations are amended to read as follows:

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his effects and personal property used in official work; provided, That all such shipments by freight are made in accordance with the provisions of section (r) of this paragraph. Express shipments may be made of articles of a perishable nature and articles of household equipment required for immediate use at the official station to which an employee may be transferred, such as wearing apparel, tableware, bedding and kitchen utensils, but not including furniture and jewelry; provided, That this shall apply only in cases where shipment by freight would cause delay and inconvenience. Shipments of effects and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage.

(q) The Forester and the Chief of the Bureau of Public Roads may authorize the district foresters and the district engineers of the Forest Service and the Bureau of Public Roads, respectively, to issue written instructions under which transferred employees may be allowed packing, crating, freight, express and drayage (including transportation by motor truck) of their effects and personal property used in official work, with the same effect as if the instructions had been issued in person by the Forester or the Chief of the Bureau of Public Roads in compliance with section (p) of this paragraph.

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by freight, must be made on departmental bills of lading, released to the lowest valuation applicable to household goods shipments. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. Carload shipments must be made when the cost at the carload rate based on the minimum carload weight (actual weight when in excess of the carload minimum) is cheaper than the less-than-carload rate based on actual weight.

Secretary's File Room

E. J. Ball

Acting Secretary.

(1) Under the provisions of Section 10 of the
Act of 1906, the Secretary of the Interior is authorized
to issue permits for the purpose of conducting geological
and scientific surveys on the public lands of the United States.
The purpose of this act is to provide for the systematic
exploration and study of the public lands, and to secure
the preservation of the same for the benefit of the people.
The Secretary is authorized to issue permits for the purpose
of conducting geological and scientific surveys on the public
lands of the United States, and to require the holders of
such permits to file reports of the results of their work.
The Secretary is also authorized to issue permits for the
purpose of conducting geological and scientific surveys on the
public lands of the United States, and to require the holders
of such permits to file reports of the results of their work.
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of such permits to file reports of the results of their work.
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purpose of conducting geological and scientific surveys on the
public lands of the United States, and to require the holders
of such permits to file reports of the results of their work.

Wm. L. Galt

1910

JUN 23 1920

I have considered the memorandum of June 15, 1920, from the Chairman of the Advisory Committee on Finance and Business Methods addressed to the Secretary, relating to the proposed amendments to sections (p), (q) and (r) of paragraph 86 of the Fiscal Regulations, in reference to the transfer of certain kinds of personal effects by express and motor truck, as well as by freight.

It is suggested for your consideration, however, that the word "such" in the second proviso of section (p) be stricken out in order that there will be no doubt but that all effects and personal property may be transported by motor trucks, as well as by rail.

V. H. Pearson
Solicitor.



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UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF CROP ESTIMATES,
WASHINGTON, D. C.

June 15, 1920.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

The Committee on Finance and Business Methods has considered the comment of the Secretary in regard to the proposed amendments to sections (p), (q) and (r) of paragraph 86, of the Fiscal Regulations relative to the transfer of certain kinds of personal effects by express and motor truck as well as by freight. After a consultation with a representative of the Forest Service (Mr. Headley), the committee prepared another draft and submits same herewith for the consideration of the Secretary. The new matter is indicated on the first carbon copy of the memorandum by means of under-score. The committee is advised that the paragraph, as now worded, will meet all the needs of the Forest Service referred to in their letter of April 26, 1920.

Very truly yours,

Leon M. Eatabrook

Chairman,
Advisory Committee on Finance and
Business Methods.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 15, 1920.

MEMORANDUM NO.

Amendments to the Fiscal Regulations.

Effective June 15, 1920, sections (p), (q), and (r) of paragraph 86 of the Fiscal Regulations are amended to read as follows:

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his effects and personal property used in official work: Provided, That express shipments may be made of articles of a perishable nature, jewelry or silverware, bedding, cooking utensils, wearing apparel, and the like, required for immediate use at the official station to which an employee may be transferred: Provided further, That such shipments of effects and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage: And provided further, That all such shipments by freight are made in accordance with the provisions of section (r) of this paragraph.

(q) The Forester and the Chief of the Bureau of Public Roads may authorize the district foresters and the district engineers of the Forest Service and the Bureau of Public Roads, respectively, to issue written instructions under which transferred employees may be allowed packing, crating, freight, express and drayage (including transportation by motor truck) of their effects and personal property used in official work, with the same effect as if the instructions had been issued in person by the Forester or the Chief of the Bureau of Public Roads in compliance with section (p) of this paragraph.

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by freight, must be made on departmental bills of lading, released to the lowest valuation applicable to household goods shipments.

June 15, 1935.

WASHINGTON, D.C.

Respectfully June 15, 1935, sections (p), (q), and (r) of para-

graph 36 of the Fiscal Regulations are amended to read as follows:

1. In the case of a person who is permitted to enter the United States for a period of time, the cost of the transportation of such person to the United States shall not exceed the cost of the transportation of such person from the United States to the place of origin of such person. The cost of the transportation of such person shall be determined by the Bureau of Public Health, respectively, to issue written instructions under which transferred employees may be transferred to the United States. The cost of the transportation of such person shall be determined by the Bureau of Public Health, respectively, to issue written instructions under which transferred employees may be transferred to the United States. The cost of the transportation of such person shall be determined by the Bureau of Public Health, respectively, to issue written instructions under which transferred employees may be transferred to the United States.

2. In the case of a person who is permitted to enter the United States for a period of time, the cost of the transportation of such person to the United States shall not exceed the cost of the transportation of such person from the United States to the place of origin of such person. The cost of the transportation of such person shall be determined by the Bureau of Public Health, respectively, to issue written instructions under which transferred employees may be transferred to the United States. The cost of the transportation of such person shall be determined by the Bureau of Public Health, respectively, to issue written instructions under which transferred employees may be transferred to the United States. The cost of the transportation of such person shall be determined by the Bureau of Public Health, respectively, to issue written instructions under which transferred employees may be transferred to the United States.

(r) Under the provisions of sections (p) and (q) of this paragraph, if by agreement, want be made on the part of the person, released to the person by the Director or the Chief of the Bureau of Public Health, respectively, to issue written instructions under which transferred employees may be transferred to the United States.

The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. xCarload shipments must be made when the cost of the carload rate is lower than the cost at the less-than-carload rate.x

Secretary.

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June 7, 1920.

MEMORANDUM NO.

Amendments to the Fiscal Regulations.

Effective June 7, 1920, sections (p), (q), and (r) of paragraph 86 of the Fiscal Regulations are amended to read as follows:

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his effects and personal property used in official work: Provided, That express shipments may be made of articles of a perishable nature, ~~or these~~ required for immediate use at the official station to which an employee may be transferred: Provided further, That such shipments of effects and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage: And provided further, That all such shipments by freight are made in accordance with the provisions of section (r) of this paragraph.

(q) The Forester and the Chief of the Bureau of Public Roads may authorize the district foresters and the district engineers of the Forest Service and the Bureau of Public Roads, respectively, to issue written instructions under which transferred employees may be allowed packing, crating, freight, express and drayage (including transportation by motor truck) of their effects and personal property used in official work, with the same effect as if the instructions had been issued in person by the Forester or the Chief of the Bureau of Public Roads in compliance with section (p) of this paragraph.

bedding, cooking utensils, furniture, etc., and the like, to appear, and the like,

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(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by freight, must be made on departmental bills of lading, released to the lowest valuation applicable to household goods shipments. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. Carload shipments must be made when the cost of the carload rate is lower than the cost of the less-than-carload rate.

Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,
Washington, D. C.

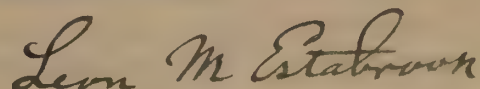
June 7, 1920.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has carefully considered the attached letter from the Forester dated April 26, in which the recommendation is made that the Fiscal Regulations of the Department be amended so as to permit the shipment of household goods and personal effects of certain kinds, the property of employees transferred from one official station to another, by express as well as by freight. The Committee has submitted this question to the several bureaus of the Department and finds that concurrence in the recommendation of the Forest Service is practically unanimous. In fact, several of the bureaus have suggested that the regulations be further amended to permit such shipments to be made by motor truck when it can be done at no greater cost than by freight. The Committee concurs in both of these propositions and submits herewith draft of proposed amendments to sections (p), (q), and (r) of paragraph 86 of the Fiscal Regulations, with the recommendation that same be promulgated effective June 7, 1920.

Respectfully,



Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO.

Amendment to the Fiscal Regulations.

Effective June , 1920, sections (p), (q), and (r) of paragraph 86 of the Fiscal Regulations are amended to read as follows:

(p) An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his effects and personal property used in official work: Provided, That express shipments may be made of articles of a perishable nature or those required for immediate use at the official station to which an employee may be transferred: Provided further, That such shipments of effects and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage: And provided further, That all such shipments by freight are made in accordance with the provisions of section (r) of this paragraph.

(q) The Forester and the Chief of the Bureau of Public Roads may authorize the district foresters and the district engineers of the Forest Service and the Bureau of Public Roads, respectively, to issue written instructions under which transferred employees may be allowed packing, crating, freight, express and drayage (including transportation by motor truck) of their effects and personal property used in official work, with the same effect as if the instructions had been issued in person by the Forester or the Chief of the Bureau of Public Roads in compliance with section (p) of this paragraph.

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by freight, must be made on departmental bills of lading, released to the lowest valuation applicable to household goods shipments. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by

MEMORANDUM FOR THE RECORD

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Reference: [Illegible]

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writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. Carload shipments must be made when the cost at the carload rate is lower than the cost at the less-than-carload rate.

Secretary.

TREASURY DEPARTMENT

Washington

June 9, 1920.

The Honorable
The Secretary of Agriculture.

Sir:

I received on May 13 your letter of May 7, requesting decision of questions arising under the act of March 4, 1911, relative to the allowance of the expenses of transportation of the effects of employees transferred from one official station to another.

The act of March 4, 1911, 36 Stat., 1265, provides:

"That hereafter officers and employees of the Department of Agriculture transferred from one official station to another for permanent duty, when authorized by the Secretary of Agriculture, may be allowed actual traveling expenses, including charges for the transfer of their effects and personal property used in official work, under such rules and regulations as may be prescribed by the Secretary of Agriculture."

This statute has no application to the expense incurred by an employee of your department in getting himself and his household effects - if he take any with him - to his first official station. It is only after he has reported and entered on duty at his first official station and is in a status of transfer to a second official station for permanent duty that the statute begins to operate.

The expense of authorized travel from said first station the statute entitles him to have borne by the United States, and in that expense it expressly includes the expense of the transfer of his household effects which he had at his first station. (See page 86, p, r, Fiscal Regulations, Department of Agriculture.)

The questions for decision are stated as follows:

"(1) An employee of the Bureau of Public Roads entered the service of that Bureau on April 26, 1918, as a result of a competitive Civil Service examination taken in the State of West Virginia. His appointment provided that he should report in person to the Director of the Bureau of Public Roads for instruction and that later he would be assigned to field duty. This direction was given because it was necessary for the employee to come to Washington to determine whether he was best fitted for a position in that place or in the field. The employee remained in the Washington office of the Bureau for seven days, and was then transferred for permanent duty to Montgomery, Alabama, his travel authorization reciting that his official headquarters had been changed from Washington, D. C., to Montgomery, Alabama, and that he would be allowed freight, crating, packing, and drayage charges on his household goods between these points. However he has never moved his household goods to Washington. While his permanent station was changed, as above indicated, and while he has maintained his headquarters at Montgomery for more than a year, he did not move his household goods at the time of his

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1. The first group of people who are interested in the study of the history of the United States are the people who are interested in the history of the United States.

transfer to Montgomery because he was told that at such time as the work justified it he would be given more permanent headquarters as a representative of the Bureau in one of the States comprising the district in which he was located. The work has now progressed to the point where it is desired to locate this employee permanently at Gainesville, Florida. The employee's household goods are now and were at the time he reported for duty in Washington at Amsterdam, New York.

"May the Department authorize this employee to move his household goods from Amsterdam, New York, to Gainesville, Florida, and pay on the shipment an amount not greater than would be charged if the shipment originated at Washington and ended at Gainesville, Florida?

"(2) An employee of the Bureau of Public Roads when originally employed lived at Oakland, California, and was directed to report at Washington, D. C., for service. He reported to Washington, remained there for a year, having brought such of his household effects as he thought necessary, was then transferred to Ogden, Utah, and given authority to move his household effects from Washington, D. C., to Ogden. This employee desires to have certain of his personal effects which he did not bring to Washington but left at Oakland, transported from Oakland to Ogden for use at the latter place, and requests the Department to authorize him to transport at Department expense the goods left in Oakland to Ogden. The expense of shipping these goods from Oakland to Ogden will be less than if the goods had been brought to Washington and were to be shipped from there.

"May an authorization to incur the expense of the shipment of household goods from Oakland, California, to Ogden, Utah, be legally issued under the foregoing circumstances?

"(3) An employee entered the service of the Bureau of Public Roads at Portland, Oregon, remained there for some time, was transferred to Missoula, Montana, and authorized to incur travel expense and allowed packing, crating, freight, and drayage charges on his household goods between these points. He remained at Missoula for over a year and was then transferred from Missoula to Denver. He did not move his household goods from Portland to Missoula. He will be authorized to incur travel expenses from Missoula to Denver, and has requested authority to move his household goods from Portland, where they now are, to Denver, his new official station.

"May an authorization be legally issued to this employee to incur charges of transportation on his household goods from Portland to Denver and if not may he be allowed an amount toward such expense equivalent to the freight charge from Missoula to Denver?

"(4) Your decision is further requested, generally, as to whether the statute is to be narrowly construed to mean that before a shipment can be made at Government expense an employee must first bring his household goods to his official station from which he is being transferred."

As to general question (4), you are advised that it is immaterial whether an employee first brought his household effects with him to his official station or brought them after his arrival. It is only when his effects have been at his official station that they have such a character as to entitle him to have them transferred to another official station at

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Government expense under the authority of the act of March 4, 1911.

The fact that it would cost the Government no more, or even less, to transport the employee's effects which are at a place which has never been his official station to his official station than it would to transport them from his last official station to the station to which he is transferred is not material, and does not operate to bring the expense within the scope of the statute.

In accordance with the principle stated, viz, that an employee's effects must have been at the place which has been his official station in order to be transported at Government expense to another official station, questions (1) and (2) are answered in the negative, and question (3) in the affirmative, the latter subject to the proviso that the employee while in Portland was officially permanently stationed there, and that the expense paid shall not exceed that which it would have been had the effects in fact been shipped from Portland to Missoula and from Missoula to Denver.

A statute may be construed broadly or narrowly as to what is within its scope. It is only where a statute covers something that the matter which it covers can be given a narrow or broad construction. To extend a statute to something clearly outside of its scope - as to apply it in (1) and (2) in this case to household effects expenses from a place never in fact an official station, or to household effects never at an official station, - is to legislate. The statute simply does not cover such a case. To confine its scope - as in (3) and (4) in this case - to that of expenses of transfer of household effects from an official station at which they were, and from which the employee is transferred, to an official station to which he is transferred, or their equivalent in the form of household effects expenses from a former official station at which in use, to a station to which transferred, is to construe the statute broadly rather than narrowly, and to effectuate I think its purpose and intent.

Respectfully,

W. W. Warwick,

Comptroller.

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* * * articles of a perishable nature and articles of household equipment required for immediate use at the official station to which an employee may be transferred, such as wearing apparel, tableware, bedding and kitchen utensils, but not including furniture and jewelry.

Provision also, that the
when shipment is delayed, cause delay
and inconvenience; Provide also,

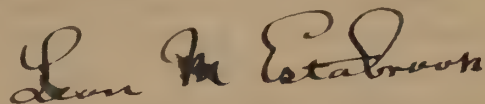
United States Department of Agriculture,
Bureau of Crop Estimates,
Washington, D. C.

May 4, 1920.

MEMORANDUM FOR CHIEFS OF BUREAUS, DIVISIONS AND OFFICES.

The Advisory Committee on Finance and Business Methods transmits herewith a copy of a communication addressed to the Secretary by the Forester under date of April 26, in regard to the transfer of household effects of certain kinds by express, and requests an expression of your opinion in regard to the proposal to amend the Fiscal Regulations of the Department to cover shipments such as those enumerated by the Forester.

Very truly yours,



Chairman,
Advisory Committee on Finance
and Business Methods.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON



ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

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Finance
Transfer of Household Effects

April 26, 1920.

The Secretary of Agriculture.



Sir:

I recommend for your consideration an extension of the provision now contained in paragraph 86 of the Fiscal Regulations for the Department which provide for the payment by the Department of expenses for the transfer of personal effects and household goods incidental to the permanent transfer of an employee from one official station to another.

The present provision requires that all such shipments be made by freight. This limitation has worked a hardship on many employees of the Forest Service. It not infrequently happens that some small portion of the personal effects or household goods of the employee is of a nature to make it impracticable to send them by freight. To send them by express places the charge upon the employee which in my judgment should not be done. The interests of the Government can be properly safeguarded by revised regulation to prevent any abuse by an employee making shipment by express where freight should have been used.

The inhibition against express shipments at the time of transfer from one official station to another is brought about by the wording of Regulation 86, P, Q and R. The act of March 4, 1911, states:

"That hereafter officers and employees of the Department of Agriculture transferred from one official station to another for permanent duty, when authorized by the Secretary of Agriculture, may be allowed actual traveling expenses, including charges for the transfer of their effects and personal property used in official work, under such rules and regulations as may be prescribed by the Secretary of Agriculture."

The authority of law does not limit the moving of personal effects and household goods to freight shipments. The law authorizes the payment by the Department under whatever regulations the Secretary of Agriculture may provide.

The hardships of employees come about in many ways and are probably typical of instances occurring throughout the Department. At present the individual employee must meet the expenses from personal funds. As a rule the amounts involved are small but even so there seems to be no reason why this burden should be placed on the employee. Transfers from one official station to another are administrative acts and expenses of this character incurred in connection with such transfers should be taken care of by the Government. Every change brings upon the employee other expenses and losses for which reimbursement is not possible.

I have enumerated a number of shipments made in connection with changes of stations. This list indicates the character of the property shipped and reasons why shipments by freight were out of the question. The expenses for such shipments were borne by the individual employees.

4 barrels canned fruit shipped by Supervisor B. W. Clark, from Missoula to Choteau, Mont., \$9.39. This shipment was made during the month of November when the thermometer was below freezing and to have included this canned fruit with the freight would have been impossible.

A quantity of potatoes shipped by Forest Ranger Richards from St. Regis to Iron Mountain. Cost \$1.56. Shipment was made during the month of January during freezing weather. To have sent them by freight would have meant a total loss to the owner.

1 trunk shipped by Deputy Supervisor W. E. White from Baker, Oreg., to Hot Springs, Ark. \$23.49. In order that Mr. White would be in a position to immediately take up official work at his new station it was essential that the equipment contained in the trunk be transferred expeditiously. Such would not have been possible if the shipment had gone by freight.

1 box canned fruit shipped by Florence Coffin from Missoula to Kooskia, Mont. Cost \$3.13. Shipment was made during the month of November. To have sent by freight would have caused loss by freezing.

1 cedar chest and 1 suit case sent by A. B. Howard from Sandpoint, Idaho, to Sheridan, Mont. Cost \$5.69. Shipment contained personal effects and wearing apparel needed by the employee without delay at her new station.

1 box household goods and 1 trunk shipped by Adolph Weholt from Kooskia to Sheridan, Mont. \$7.36. Contained personal effects and equipment needed immediately for proper performance of duties.

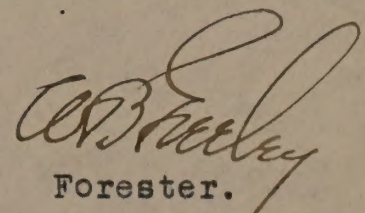
1 bundle silverware shipped by Paul D. Kelleter from Deadwood, S. D., to Washington, D. C. \$2.32. Shipment necessary to properly protect valuable contents. Maximum valuation of \$10 per 100 pounds by freight precluded shipment of silver as part of the main household shipment.

1 box personal effects shipped by H. E. Marshall from Minden, Nevada, to California Hot Springs, Cost \$1.56.

It is not unreasonable to ship articles of the character enumerated by express. The Government itself uses express shipment in preference to freight to expedite transfer of property, particularly in sending field parties from one place to another.

In making provision for express shipment protection of the Government interests against possible abuse of this authority can be provided for most effectively in the special written instructions issued to the employee transferred and authorized to ship personal effects and household goods incidental to a permanent change of official station.

Respectfully,


Forester.

I box cannot first shipped by Florence Giffin from
Missouri to Kossia, Mont. Cost \$3.15. Shipment
was made during the month of November. To have
sent by freight would have caused loss by freezing.

I order order and I sent case sent by A. B. Howard
from Sandpoint, Idaho, to Sheridan, Mont. Cost
\$5.50. Shipment contained personal effects and
wearing apparel needed by the employee without
delay at her new station.

I box home, the goods and I trunk shipped by Adolph
Webster from Kossia to Sheridan, Mont. \$7.50.
Contained personal effects and equipment needed
immediately for proper performance of duties.

I bundle silverware shipped by Paul D. Kellister
from Des Moines, S. D., to Assiniboia, D. C. \$3.25.
Shipment necessary to properly protect valuable
contents. Maximum valuation of \$10 per 100 pounds
by freight precluded shipment of silver as part
of the household shipment.

I box personal effects shipped by H. E. Marshall
from Minahan, Nevada, to California Hot Springs,
Cost \$1.50.

It is not unreasonable to ship articles of the
character enumerated by experts. The Government itself
uses express shipment in reference to freight to ex-
pedite transfer of property, particularly in sending
field parties from one place to another.

In making provision for express shipment pro-
tection of the Government interests against possible
loss of this authority can be provided for most ef-
fectively in the special written instructions issued
to the employee transferred and authorized to ship
personal effects and household goods incidental to a
permanent change of official station.

Respectfully,

Forester.